



**LANGLEY
POLICY
DIRECTIVE**

Directive: LAPD 1150.2
Effective Date: April 9, 2010
Revised: September 14, 2011
Expiration Date: October 12, 2014

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. Ad hoc 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 – Bodies of individuals responsible for implementing defined objectives that are of an enduring nature and developing 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. Contact the Center LMS Management Representative before submitting proposed additions, deletions or charter changes to existing formal bodies identified in this LAPD.

d. Other changes to the Attachments require only written approval of the authorizing officials given in section 5(b).

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. APPLICABLE DOCUMENTS

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).

Submit written authorization to Mail Stop 110/Directives Manager, or larc-dl-ldm@mail.nasa.gov, whenever a Council, Board, Panel, Committee, Team, or Group requirement must be changed.

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

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENT / VERIFICATION

None

8. CANCELLATION

CID 1150.2, dated May 16, 2008.

Original signed on file

Lesia B. Roe
Director

Distribution:

Approved for public release via the Langley Management System; distribution is unlimited.

COUNCIL	Center Leadership Council (CLC)	
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. • 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. • Assess new partnerships. • 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: Center Director	Executive Secretary: Lead Executive Assistant, Office of Director
	<p><u>Core Members:</u> Center Director; Deputy Center Director; Associate Center Director; All Organizational Unit Managers, LMS Management Representative</p> <p><u>Other Attendees:</u> Senior Scientist, Strategic Theme Coordinators, 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 Web site	
Minutes Responsibility	Minutes are maintained by the Executive Secretary	
Last Updated	April 2009	

COUNCIL	Center Management Council (CMC)	
Reporting To	Director	
Charter	<p>The CMC 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 Space Flight Program and Project Management Requirements," NPR 7120.7, "NASA Information Technology and Institutional Infrastructure Program and Project Management Requirements," NPR 7120.8, "NASA Research and Technology Program and Project Management Requirements," and other governing documents; • To identify and resolve problems, including those 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 ensure technical and scientific integrity of work conducted at that Center; • To Report findings and recommendations to governing PMCs as appropriate; • To concur on project planning and implementation; and • To identify systemic Center issues and problems requiring corrective, preventive, or improvement action. 	
Attendees	Chair: Deputy Center Director	Vice Chair: Director, Systems Management Office (SMO) Executive Secretary: SMO Staff
	<u>Members:</u> Center Director Deputy Center Director Associate Center Director 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 Directors of Core Resources Units Directors of Product Units Director, Strategic Relationships Office LMS Management Representative	
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	October 2009	

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>Voting Members: (appointed by the Director)</p> <p>Henry Russell, Chair, Vehicle Technology Directorate</p> <p>Charles D. Engle, Treasurer – Office of Chief Financial Officer</p> <p>Teresa M. Hass, Office of Procurement</p> <p>Jesse C. Midgett, Strategic Relationships Office</p> <p>Luci Crittenten, Operations & Engineering Branch</p> <p>Cheryl Allen, Center Operations Directorate</p> <p>Rodney D. Russell, Research and Technology Directorate, Langley Exchange Employee Activities, President</p> <p><u>Ex-officio Members assist as technical advisors and are non-voting:</u></p> <p>Ken Goetzke and Mona Williams, Office of Chief Counsel</p> <p>James R. Carson, Office of Chief Financial Officer</p> <p>Exchange Operations</p> <p>Randy B. Cone, Exchange Operations Manager</p> <p>Diane L. Crockett, Exchange Shop Manager and Finance and Accounting Office</p> <p>Kimberly Bloom, Child Development</p> <p>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	May 2009	

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, Agency Leadership Development Programs, Senior Executive Service Candidate Development Program (SESCDP), NASA Administrator's Fellowship Program (NAFP); Langley sponsored Brookings Institute Courses, Federal Executive Institute (FEI). Responsible for working with the CLC 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 (QSIs), 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: Associate Director	Secretary: Training, Development and Employee Relations Branch, OHCM
	<p><u>Voting Members:</u> Associate Director Director, Office of Human Capital Management Director, Office of Equal Opportunity Programs</p> <p>One Rotating Member from: Office of Procurement Office of Chief Counsel Office of Chief Financial Officer Office of Chief Information Officer Safety and Mission Assurance Office</p> <p>One Rotating Member from: Research Services Directorate and Systems Engineering Directorate Research and Technology Directorate Center Operations Directorate Ground Facilities Testing Directorate</p> <p>One Rotating Member from: Aeronautics Research Directorate Science Directorate Systems Analysis and Concepts Directorate Exploration and Space Operations Directorate Flight Projects Directorate Strategic Relationships Office</p>	
Meeting Frequency	Scheduled monthly (canceled if not needed)	
Minutes Requirement	No minutes required. Decisions are recorded.	
Minutes Responsibility	OHCM representative	
Last Updated	May 2009	

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
	<u>Members:</u> Center Director Deputy Director Associate Director 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 Space Operations Directorate Director, Flight Projects Directorate Director, Aeronautics Research Directorate Director, Systems Analysis and Advanced Concepts Director Director, Ground Facilities and Testing Directorate LaRC Chief Engineer Representative, American Federation of Government Employees, Local 2755 Aviation Safety Officer <u>Ex-officio and Non-Voting Members:</u> Chief Financial Officer Chief Information Officer Chief Counsel Other Participants: Major on-site support service contract managers and Army representative	
Meeting Frequency	Quarterly 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	April 9, 2009	

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; (2) approving airworthiness forms; and (3) recommending airworthiness and safety requirements for flight operations.	
Attendees	Chairperson: Melvin H. Lucy Co-Chairperson: Brenton Weathered	Secretary: James Comstock
	<u>Members:</u> Junilla Applin John Chapman Jeffrey S. Hill Leslie O. Kagey, III (Aviation Safety Officer) Donald J. Porter, Jr. (Head, Mission Assurance Branch, SMAO) Noel J. West	
Meeting Frequency	Not less than quarterly; as called	
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	October 2009	

BOARD	Chief Engineers Board	
Reporting To	Center Management Council (CMC)	
Charter	<p>The CEB is primarily responsible, within the Agency framework of Technical Authority, for evaluating the technical content and performance of Center projects to assure Langley is meeting its commitments consistent with applicable agency and center procedures.</p> <p>The Board:</p> <ul style="list-style-type: none"> ○ assures technical authority is properly implemented at the center, and identifies center systemic technical issues requiring corrective, preventative, or improvement action. ○ reviews, establishes, and guides implementation of standards and requirements. ○ reviews programs/projects to assess project technical progress, status, issues or problems, including; <ul style="list-style-type: none"> ○ compliance with appropriate governing documents (e.g., NPR 7120.5 "NASA Space Flight Program and Project Management Requirements," NPR 7123.1 "NASA Systems Engineering Processes and Requirements," or other applicable center documents); ○ assessing readiness to enter implementation or to proceed with major planned events (e.g., a confirmation review, shipping of major deliverables, readiness for flight operations, etc.); <p>ensures CMC is informed of significant events and issues, thus facilitating management decisions, actions, and recommendations relative to center projects and providing sufficient time to detect and</p>	
Attendees	<p>Chair: Center Chief Engineer Vice Chair: Deputy Center Chief Engineer</p>	<p>Secretary: System Engineer, System Management Office</p>
	<p>Core Members: Chief Engineer, Center Operations Directorate Chief Engineer, Ground Facilities and Test Directorate Chief Engineer, Research Services Directorate Chief Engineers, Research & Technology Directorate Chief Engineer, Science Directorate Chief Engineer, Systems Analysis and Concepts Directorate Chief Engineer, Systems Engineering Directorate Senior System Engineer, Systems Management Office</p> <p><u>Other Attendees:</u> NESC LaRC Chief Engineer (Ex-officio) – Non Voting Chief Engineer, Safety & Mission Assurance Directorate (Ex-Officio) – Non Voting</p>	
Meeting Frequency	Weekly or as needed for special purpose reviews	
Minutes Requirement	Minutes, including Action Items are required for each meeting	
Minutes Responsibility	Minutes maintained for Council reference by the Executive Secretary	
Last Updated	Initial Entry :May 2009	

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	Chairperson: Wesley L. Goodman	Secretary: Vacant
	Vice Chair: Vacant	
	<u>Members:</u> Nicholas A. Kepics Brian S. Luoto Donald Green Mark Whitaker Joseph Falzone Robbin Freeman Donald Green Vic Tumwa Charles Zeitman Clifford Williford Venki S. Venkat (non-voting)	
Meeting Frequency	Quarterly	
Minutes Requirement	Original to files. Electronic copy to all members, attendees, and Director, SMAO.	
Minutes Responsibility	FSAB Secretary	
Last Updated	April 9, 2009	

BOARD	Field Research Activities Safety Review Board (FRASRB)	
Reporting To	Executive Safety Council	
Charter	Assure that appropriate reviews are conducted for, and provide guidance for, field research activities that are funded, managed, or conducted by LaRC, for the purposes of: (1) approving Safety Release letters; and (2) recommending safety requirements for field research operations.	
Attendees	Chairperson: Jose Caraballo Co-Chairperson: Pat Cowin	Secretary: Sherry Patterson
	<u>Members:</u> Melvin Lucy, SED Howard Lewis, ARD Kim Merritt, SFAB/SQAA Dr. Thomas Conage, OHCM/Inomedic Charles Zeitman, RTD Bruce Doddridge, SD	
Meeting Frequency	Mandatory meetings scheduled every 6 months, with special meetings as necessary to accommodate project schedules.	
Minutes Requirement	Copies provided to Chair, ESC, Director, SMAO, and each meeting attendee.	
Minutes Responsibility	FRASRB Secretary	
Last Updated	April 2010	

BOARD	Information Technology Steering Board (ITSB)	
Reporting To	Chief Information Officer (CIO)	
Charter	<p>The IT Steering Board (ITSB) is NASA Langley's top-level strategic body with regard to information technology and information management strategy, governance, and communication. The ITSB will develop strategy related to NASA Langley's investment in and use of information technology and will prioritize Center IT investment decisions through formal recommendations to the ITSB Chair. The ITSB will also facilitate the communication of IT strategy and decisions at the Center.</p> <p>The ITSB will ensure alignment of IT with mission and business priorities while making decisions regarding:</p> <ul style="list-style-type: none"> • Establishing IT strategy and policy • Prioritizing IT spending (hardware, software, labor) • Monitoring progress of approved IT investments • Evaluating effectiveness of steady-state IT systems and applications 	
Attendees	Chair: Cathy Mangum, Chief Information Officer	Executive Secretary: Whitney Cooper
	<p><u>Members:</u> Chair: Chief Information Officer or Deputy CIO</p> <p>Senior-level representation (OUM or Deputy OUM) from the following organizations:</p> <ul style="list-style-type: none"> • Research and Technology Directorate • Systems Analysis and Concepts Directorate • Systems Engineering Directorate • Science Directorate • Center Operations Directorate • Office of the Chief Financial Officer • Aeronautics Research Directorate • Exploration and Space Operations Directorate • Ground Facilities and Testing Directorate 	
Meeting Frequency	Quarterly or as needed (more frequently during budget formulation process)	
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	October 2009	

BOARD	Institutional Review Board	
Reporting To	Executive Safety Council	
Charter	Protect human research subjects by reviewing all ground-based research involving human subjects.	
Attendees	Chairperson: Jeffrey S. Hill	Secretary: Patricia G. Cowin
	<u>Members:</u> Patricia G. Cowin (Vice Chair) Randy B. Cone Raymon McAdaragh James A. Osborn Charles A. Polen Thomas J. Quenville Anna C. Trujillo Richard J. Yasky Catherine Adams (alternate) Dr. Thomas Conage (Alternate) Dr. Leroy P. Gross, Clinic Physician (ex-officio and non-voting)	
Meeting Frequency	Annually and as needed.	
Minutes Requirement	Copies provided to Chair, ESC, Director, SMAO, and each meeting attendee.	
Minutes Responsibility	Secretary	
Last Updated	April 2009	

BOARD	Maintenance Change Control Board (MCCB)	
Reporting To	Center Operations Directorate	
Charter	<ul style="list-style-type: none"> • Provide management oversight to the LaRC maintenance program. • Ensure the right people are participating in decisions regarding changes to the maintenance program. • Ensure coordination between the MCCB and the SCCB. • Review and approve recommendations from Root Cause Failure Analyses. • Provide a venue to introduce and obtain approval for continuous improvement activities. 	
Attendees	<u>Chair</u> : Maintenance Program Manager, COD	<u>Secretary</u> : Administration Support
	<u>Members</u> : Chair Administrative Support Configuration Manager MCCB analyst Maintenance & Reliability Engineers (2) SCCB Representative Subject Matter Experts (SMEs)for: Maintenance Facility Operations Information & Data Services Safety FC/FSH Representative Contract Representative <u>Invitees (Subject Matter Experts)</u> : FC/FSH for facility to be discussed LF 491 Requester Standard Practice Engineers (SPEs), as required COD Senior Safety Engineer, as required Technical Representative, as required	
Meeting Frequency	Bi-weekly	
Minutes Requirement	Minutes, including action items	
Minutes Responsibility	Administration support	
Last Updated	May 2010	

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 \$5,000 in acquisition value (NPR 4200.1), and sensitive times with a value of \$500 or more.	
Attendees	Chair: Barbara S. Trippe	Secretary: Catherine M. Morris (Equipment Manager)
	<u>Members:</u> W. Eugene "Gene" Griffith, Property Survey Officer Donald J. Reichle, Vice Chair Laura J. Smith Johnathan L. Gleason William K. Abeyounis Ex-Officio and Non-Voting: Theresa F. Elliott, Supply and Equipment Management Officer, Logistics Management Branch (LMB) , Center Operations Directorate (COD) Catherine M. Morris, LMB, COD Charles C. Cramer, Representative for 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	Equipment Manager	
Last Updated	April 2009	

BOARD	Software Change Control Board (SCCB)	
Reporting To	Center Operations Directorate	
Charter	The SCCB is governing body for configuration management policy and guidance affecting changes to the information systems in Center Operations Directorate. It's primary responsibility includes managing configuration management operations; reviewing and approving change requests and the configuration management process; ensuring proposed changes do not adversely affect external systems, subsystems, facilities, software, or services; maintaining security requirements and security impact assessments; and establishing system baselines and authorizing changes to applications.	
Attendees	<u>Chair:</u> Debbie Garrett Cook	<u>Secretary:</u> CCB Analyst
	<u>Members:</u> Chair/Configuration Managers CCB Analyst Computer Security Official for D4 Deputy COTR for IT MCCB Representative Subject Matter Experts (SMEs)for: Requirements Management Software Development Database Administration Test Management Release Management Quality Assurance Contract Representative	
Meeting Frequency	Weekly	
Minutes Requirement	Minutes including action items and state of the change request	
Minutes Responsibility	CCB Analyst	
Last Updated	May 2010	

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 Human Capital	Secretary: none
	Members: Members representative of Center population	
Meeting Frequency	Annually	
Minutes Requirement	Not required	
Minutes Responsibility	N/A	
Last Updated	April 2009	

PANEL	Innovation Assessment Panel	
Reporting To	Reporting To Directors of Strategic Relationships Office and Chief Counsel	
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: Kathy Dezern	Secretary: Kathy A. Dezern
	<u>Other Attendees:</u> Participation varies dependent upon agenda topics	
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	April 2009	

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	At least biannually, 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	August 2, 2011	

COMMITTEE	Diversity and Inclusion Sub-Committee– <i>Not a separate Council, but functions as a “sub-committee” of the Center Leadership Council</i>	
Reporting To	Center Leadership Council (CLC)	
Charter	<p>The sub-committee will work to foster a workforce and a workplace built on the NASA Strategic Plan Goals, Outcomes and Objectives, and the Core Values of Safety, Integrity, Teamwork, and Excellence, as well as the principles established in the Agency Diversity and Inclusion Framework</p> <p>Focus Areas:</p> <ol style="list-style-type: none"> Assist in the formulation and implementation of Agency and Center diversity and inclusion policies, programs, and strategic planning, consistent with the Agency Diversity and Inclusion Strategic Framework; Assess Center diversity and inclusion issues and concerns and foster innovative solutions; Measure progress of focused D&I initiatives using the Agency’s D&I Agency survey results mapped to Agency goal areas. Periodically assess performance and revamp as needed. 	
Attendees	<u>Chair:</u> Associate Center Director	<u>Secretary:</u> N/A
	<p><u>Members:</u> (may be rotated as needed)</p> <p>Directors for:</p> <ul style="list-style-type: none"> Flight Projects Directorate Aeronautics Directorate Systems Analysis and Concepts Directorate Science Directorate Ground Facilities Testing Directorate Center Operations Directorate Office of Human Capital Management Engineering Directorate Safety and Mission Assurance Office Strategic Relationships Office Research Directorate Office of Chief Counsel Office of Equal Opportunity Programs Office of Procurement 	
Meeting Frequency	As called by the chair	
Minutes Requirement	N/A; Reports outs to CLC as appropriate	
Minutes Responsibility	N/A	
Last Updated	August 2011	

COMMITTEE	Electrical Systems Committee	
Reporting To	Executive Safety Council	
Charter	a. Conduct reviews and provide guidance on electrical safety and activities such as grounding systems, ground support electrical power systems, and control systems. b. Recommend requirements, standards, and procedures for systems designed to use, store, confine, or distribute significant levels of electrical energy. c. Investigate and recommend corrective action for major electrical systems faults. d. Maintain an overview of developments in electrical safety. e. Provide electrical systems information for the LaRC Safety Manual; namely, LPR 1710.6, "Electrical Safety," and LPR 1710.10, "Safety Clearance Procedures (Lockout/Tagout)." 	
Attendees	Chair: John T. Inge Vice Chair: vacant	Secretary: Carl Horne
	<u>Members:</u> Joseph M. Falzone (non-voting) Carl E. Horne (non-voting) H. Keith Knight Thomas Levin Arthur Ritter Lawrence Salberg Michael D. Vaccarelli Michael Houseknecht Jose Vega	
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	April 9, 2009	

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 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 Human Resources Management Branch Representative AFGE Representative	
Meeting Frequency	When the Chair deems necessary	
Minutes Requirement	Original to files	
Minutes Responsibility	Secretary - Karen E. Ridlon	
Last Updated	May 2009	

COMMITTEE	Engineering Drawing System Committee	
Reporting To	Office of the Director	
Charter	To provide Centerwide uniform drafting requirements and drawing files.	
Attendees	Chair: Robin Tutterow	Secretary: None
	Members: <ul style="list-style-type: none"> • Robert Parker, vice chair • 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 16, 2008	

COMMITTEE	Energy and Water Efficiency Committee
Reporting To	Executive Safety Council
Charter	To assist in the planning and implementation of all activities of the energy and water conservation management program in accordance with NPR 8570.1. The Energy and Water Efficiency Committee is responsible for indentifying, prioritizing, and implementing the initiatives in the Center's comprehensive Energy and Water Management 5-year plan. They are also responsible for establishing cross functional communication mechanisms to support energy and water conservation initiatives.
Attendees	<p>Chairperson: Bobby Charles Vice Chairperson: Alan Henderson Management Sponsor: Cindy Lee Secretary: Ingrid Carlberg</p> <p>Members: Cheryl Allen (COD) Arlene Levine (Green Team) Patrick McCaffrey (Legal) Greg Volkman (ROME) Steve Bollman (ROME) Mike Stubbs (Procurement) Chuck Zeitman (RTD) Paul Banicevic (SED) Lynn Curtis (GFTD) Brian Gustin (OCFO) Charlie Harris (Logistics) Nancy Shevlin (OCIO)</p>
Meeting Frequency	Quarterly
Minutes Requirement	Electronic copies provided to members and posted on EMS website.
Minutes Responsibility	Committee Secretary
Last Updated	October 2009

COMMITTEE	Environmental Management Committee
Reporting To	Executive Safety Council
Charter	To assist with the development, implementation, maintenance / operation and continual improvement of LaRC's Environmental Management System in accordance with NPR 8553.1B. The Environmental Management Committee is responsible for identifying, categorizing, and prioritizing LaRC's environmental risks and impacts; as well as developing and implementing objectives, targets, and programs to address the highest priority risks/impacts.
Attendees	<p>Chairperson: Kristen Poultney Vice Chairperson: Andrea Finley Management Sponsor: Cindy Lee Secretary: Ingrid Carlberg</p> <p>Members: Jose Caraballo (Safety) Cheryl Allen (COD) Alan Henderson (COD) Bobby Charles (COD) Arlene Levine (Green Team) Patrick McCaffrey (Legal) Ron Marmol (ROME) Don Green (ROME) Tony Mettert(ROME) Mike Stubbs (Procurement) Charlie Harris (Logistics) Ruth Amundsen (SED) John Hefner (RSD) Chuck Zeitman (RTD) Lynn Curtis (GFTD)</p>
Meeting Frequency	Quarterly
Minutes Requirement	Electronic copies provided to members and posted on EMS website.
Minutes Responsibility	Committee Secretary
Last Updated	October 2009

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 Vice Chair: Lynn D. Curtis	Secretary: Nicholas A. Kepics
	<u>Members:</u> Thomas Burns William K. Davis (non-voting) Michael V. Foretich Donald R. Green (non-voting) John R. Hefner Jeffrey S. Hill John T. Inge Peter F. Jacobs Jerry Kegelman Roslyn L. McCreery Troy F. Middleton Carlos S. Perez-Ramos Bert Sawyer (non-voting) Lloyd Smith John B. Warren Charles B. Zeitman	
Meeting Frequency	Quarterly, as needed.	
Minutes Requirement	Copies provided to Chair, ESC, Director, SMAO, and each meeting attendee.	
Minutes Responsibility	FSAB Secretary	
Last Updated	April 9, 2009	

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: Gilda Miner	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	May 16, 2008	

COMMITTEE	Ionizing Radiation Committee	
Reporting To	Executive Safety Council	
Charter	Conduct reviews and provide guidance on safety of radiation-producing devices, such as X-ray tubes, accelerators, electron beam welders, and radioactive materials. Recommend standards for ionizing radiation sources requirements and procedures for their procurement, transportation, storage, handling, use, and disposal. Maintain an overview of developments in ionizing radiation safety. Provide ionizing radiation information for the LaRC Safety Manual "Ionizing Radiation," LPR 1710.5.	
Attendees	Chair: Danny R. Sprinkle Vice Chairperson: Karen M. Taminger,	Secretary: Sherry A. Patterson
	<u>Members:</u> Ingrid A. Carlberg David E. Hartman (non-voting) Margaret Holloman Warren C. Kelliher Kim Merritt, Radiation Safety Officer (RSO) Mason Proctor ; Environmental Protection(ex-officio and non-voting) Robert Singleterry, Jr. Ralph M. Stephens Charles E. Townsley Sherry A. Patterson (non-voting) Patricia G. Cowin, Office of Safety and Mission Assurance (ex-officio and non-voting)	
Meeting Frequency	Bi-annually	
Minutes Requirement	Copies to be provided to Chair, ESC, Director, SMAO, and each meeting attendee.	
Minutes Responsibility	Secretary	
Last Updated	April 9, 2009	

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: Vacant
	<u>Members:</u> Jose Caraballo, Chair (vacant) Vice Chair Randy B. Cone Robbin Freeman Gail Brown Michael Walther Kristin Poulteny Roy E. Logan <u>Non Voting and Ex Officio:</u> Sherry A. Patterson Dr. Thomas Conage Dr. Leroy Gross John Warren	
Meeting Frequency	Quarterly	
Minutes Requirement	Copies to be provided to Chair, ESC, Director, SMAO, and each meeting attendee.	
Minutes Responsibility	Secretary	
Last Updated	October 2009	

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: Joan Whitley	
Meeting Frequency	Annual Board Meeting and other meetings as required	
Minutes Requirement	Maintained by Chairman	
Minutes Responsibility	Chairman	
Last Updated	May 2009	

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: Tom Moul	Records Secretary: Gaudy Bezos-Oconnor
	<u>Members:</u> Volunteer representatives across Center, up to 18	
Meeting Frequency	Monthly	
Minutes Requirement	Minutes to be distributed to all members.	
Minutes Responsibility	The Records Secretary retains all minutes.	
Last Updated	April 2009	

Committee	Langley Emerging Professionals Committee (LEPC)
Reporting to	Center Leadership Council (CLC)
Charter	<p>The LEPC will work to:</p> <ul style="list-style-type: none"> • Address intergenerational issues facing Langley and NASA • Research and provide factual information regarding alternative and innovative work environments • Brainstorm and provide opinions relating to the new hire process at NASA • Support the 21st century lab initiative • Address additional areas as requested by the CLC <p>The committee provides non-consensus, non-voting guidance and opinions. Advice is sought and provided from committee members on an individual basis and not from the group as a whole.</p>
Attendees	Chair: Director, Strategic Relationships Office
	<p><u>Members</u></p> <p>Volunteer representatives across Center, including both civil servants and contractors.</p>
Meeting Frequency	Monthly with Chair present; and additional meetings as necessary.
Minutes Requirement	Original to Committee File; Copy to the Chair, LEPC.
Minutes Responsibility	CLC POCs
Last Updated	August 28, 2009

COMMITTEE	LaRC Lessons Learned Committee	
Reporting To	Office of Director – Chief Engineer	
Charter	This committee is the key organizational element to oversee the Center-level Lessons Learned process and it is LaRC's interface into the Agency-level Lessons Learned Steering Committee per (NPR 7120.6 and LPR 7120.6)	
Attendees	Chair: <i>Initially</i> -Deputy Director, Safety and Mission Assurance Office ; subsequent rotations will be assigned by the LaRC Chief Engineer after consideration of recommendations provided by the committee membership	Secretary: As appointed by Chair
	<p>Deputy Chair: Elected by committee membership (term in office coincides with term of Committee Chairman)</p> <p>Members:</p> <ul style="list-style-type: none"> • LaRC Deputy Chief Engineer • Deputy or Assoc Directors for each Product Unit and Core Resource Unit. <i>Each member must designate a named alternate to attend in their absence. This may or may not be organizational level Chief Engineers.</i> • Deputy Director, Safety and Mission Assurance Office • Lessons Learned Data Manager <p>Mission Support organizational representation will be by invitation as appropriate.</p>	
Meeting Frequency	Quarterly or as called by the chair	
Minutes Requirement	No minutes required, decisions are recorded by the Secretary and stored on NX under Lessons Learned folder, https://nx.larc.nasa.gov/dsweb/View/Collection-20705	
Minutes Responsibility	N/A	
Last Updated	August 2, 2011	

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 Co Chairperson: Jimmy Waters	Secretary: Thomas Popernack
	<u>Members:</u> Thomas G. Popernack, Jr. Robert Charles Lloyd Smith Charles Zeitman Donald Buhl John Hefner Robert Myers Clifford Williford <u>Ex- Officio Members (non-voting)</u> Phillip Stallings, Jacobs Technology R. D. Burnette , Jacobs Technology Steve Rossi , Jacobs Technology Carter Ficklen, Safety and Quality Assurance Alliance	
Meeting Frequency	No less than quarterly; as called.	
Minutes Requirement	Electronic copies provided to co-chairs and all members within one week of meeting	
Minutes Responsibility	Committee Secretary	
Last Updated	April 9, 2009	

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: Jennifer Inman Vice Chairperson: Byron L. Meadows	Secretary: Sherry A. Patterson (non-voting member)
	<u>Members:</u> Bruce Barnes Scott Bartram Ivan Clark Glen Diskin Jennifer Inman Stephen B. Jones Sandra Koppen Byron Meadows Narasimha Prasad Meng-Chou Wu Patricia G. Cowin (non-voting) Sherry A. Patterson (non-voting) Kim Merritt , Safety and Quality Assurance Alliance(ex-officio and non-voting)	
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	January 10, 2011	

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 Vice Chairperson: Joseph G. Smith	Secretary: Gilda A. Miner
	<u>Members:</u> James F. Dezern Patricia G. Cowin Donna Freet (non-voting) Charles Gray Jane Hogge Warren C. Kelliher Sherry Patterson (non-voting) Gerald L. Pellet K. Mason Proctor Chip Quinn (ex-officio) Douglas M. Smith Mary Ann Smith Charles B. Zeitman Mel Lucy Marilyn Mason Janeene Sevilla Brian Vandevender <u>Ex-Officio and Non-Voting</u> Roger W. Johnston , Safety and Quality Assurance Alliance Cherie Walton , Safety and Quality Assurance Alliance George Walton , Safety and Quality Assurance Alliance Suzanne Zaremski , Safety and Quality Assurance Alliance	
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	April 9, 2009	

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	Chairperson: John R. Micol Vice Chair: C. T. Moore	Secretary: Sherry A. Patterson
	<p><u>Members:</u> Michael DiFulvio John L. Dougherty (non-voting) David P. Gianettino (non-voting) Charles Good Charles H. Greenhalgh, Jr. Robert V. Kerns, Jr. Troy F. Middleton Gerald E. Miller (non-voting) John A. Newman Joseph Patterson Carlos Perez-Ramos Laura O'Connor Scott Hill Sherry A. Patterson (non-voting)</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, ESC, Director, SMAO, and each meeting attendee.	
Minutes Responsibility	Secretary	
Last Updated	April 9, 2009	

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 Training, Development and Employee Relations Branch, OHCM
	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	Systemic Issues Review Committee (SIRC)	
Reporting To	Office of Director	
Charter	<ul style="list-style-type: none"> Identify and assess potential systemic issues from: <ul style="list-style-type: none"> Center Management Council Reviews IG/GAO and Financial Systems Audits Executive Safety Council and related issues Institution including Environmental and Facilities audits Test Facilities Technical Authority and OCE reviews Project Implementation Project Management Human Capital Management Equal Employment and Diversity Management Procurement Information Technology LMS internal/external assessments and other formal and informal input sources Recommend Center approach to resolving or mitigating impact of issues – as needed Monitor Corrective, Preventive, and Improvement (CPI) Action processes for ongoing effectiveness 	
Attendees	Chair: OD – Associate Center Director	Secretary: LMS Management Representative
	<p>Other Members:</p> <p>Director or Deputy Directors from:</p> <ul style="list-style-type: none"> Systems Management Office Office of Chief Financial Officer Safety and Mission Assurance Office, Center Operations Directorate Ground Facilities Testing Directorate Chief Engineer, Office of Director Research Directorate Engineering Directorate Flight Projects Directorate Aeronautics Research Directorate Office of Human Capital Management Office of Equal Opportunity Office of Procurement Office of Chief Information Officer LMS Internal Assessments Program Manager 	
Meeting Frequency	Quarterly to support Mission Execution and Annual Statement of Assurance	
Minutes Requirement	Yes	
Minutes Responsibility	LMS Management Representative	
Last Updated	April 2010	

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 Vice Chairperson: Carlos Perez-Ramos	Secretary: Sherry A. Patterson
	<u>Members:</u> Carlito I. Barnes Jose Caraballo Donald R. Green (non-voting) Wesley Goodman Peyton Gregory Henry H. Haskin Michael Houseknecht Robert V. Kerns Clark A. Kimmel (non-voting) Roslyn McCreery Troy F. Middleton Sherry Patterson (non-voting) David W. Pierpont Thomas G. Popernack, Jr. Bo C. Trieu Richard D. White Clifford Willford Richard L. Wineman (non-voting) Sherry A. Patterson (non-voting)	
Meeting Frequency	At least Semiannually	
Minutes Requirement	Copies to be provided to Chair, ESC, Director, SMAO, and each meeting attendee.	
Minutes Responsibility	SFAB Technical Secretary	
Last Updated	April 9, 2009	

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: Doug Weber Vice Chairperson: Thomas G. Popernack, Jr.	Secretary: Sherry A. Patterson
	<u>Members:</u> Genevieve D. Dixon Chuck Good William Langford Ray D. Rhew Gautam H. Shah Thomas G. Popernack, Jr. Lonnie Brown Bill Krieger (non-voting) Venki Venkat (non-voting) Sherry A. Patterson (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	April 9, 2009	

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	Chairperson: Leslie O. Kagey Vice Chairperson: Rick Yasky	Secretary: Luci Crittenden
	Members: Kenneth Cameron Dale Clark John R. Hefner Howard J. Lewis (Aviation Manager, Ex-Officio and Non-voting) 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	April 9, 2009	

GROUP	Management Steering Group (MSG)	
Reporting To	Center Management Council	
Charter	<p>Facilitate coordination and dissemination of, and responses to, Agency Chief Engineer related activities. Promote cooperation, cross-functional communications, and improvements among all Langley organizations that involve engineering activities (see http://sw-eng.larc.nasa.gov for more extensive charter).</p> <p>Specifically:</p> <p>Sponsor engineering improvement activities and ensure alignment with LaRC mission and goals:</p> <ol style="list-style-type: none"> 1. Provide advocacy, pro-active commitment, and visible management support for improvement activities; 2. Monitor and evaluate process improvement progress, provide guidance and direction; 3. Obtain and sustain LaRC support for the engineering improvements; 4. Identify and solicit applicable organizations to adopt results from successful pilots; 5. Address engineering improvement interests of the entire Center. <p>Provide resources and guidance to the Software Engineering Process Group (SEPG):</p> <ol style="list-style-type: none"> 1. Allocate organizational workforce resources to support SEPG activities; 2. Advocate funding support for SEPG activities; 3. Review SEPG recommendations and support the implementation of approved recommendations; 4. Conduct periodic meetings with the SEPG to review the progress and discuss concerns; 5. Assist SEPG in risk mitigation; 6. Address problems that are beyond the ability of the SEPG to affect. 	
Attendees	Chair: Director, Systems Engineering Directorate	Secretary: SEPG Chair
	<p>Members are:</p> <p>Director of the Systems Engineering Directorate Director of the Research & Technology Directorate Director of the Center Operations Directorate Director of the Systems Analysis and Concepts Directorate Director of the Exploration and Space Operations Directorate Director of the 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><u>Ex-officio members are: (all are non-voting)</u></p> <p>Director of Research Services Directorate Director of the Science Directorate Director of the Aeronautics Research Directorate Director of Strategic Relationships Office Chief Information Officer Cost Analysis Officer LMS Management Representative NESC Center Chief Engineer</p>	
Meeting Frequency	As called by the Chair	
Minutes Requirement	Meetings will have an agenda distributed at least three days prior to the meeting, and all previous meeting minutes and action items will be documented and distributed no later than the agenda.	
Minutes Responsibility	Secretary	
Last Updated	May 2009	

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 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	