Directive: LAPD 1150.2
Effective Date: September 14, 2012
Revised: November 29, 2012
Expiration Date: October 12, 2014

LANGLEY
POLICY
DIRECTIVE

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, Associate Center Director or a designated member of executive leadership.

(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 Langley Management System (LMS) Management Representative, mailto:Kathryn.C.Suddreth@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

LAPD 1150.2, dated April 9, 2010.

Original signed on file

Lesa 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	Highest Center-level Governing Body • 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
	Core Members: Center Director; Deputy Center Director; Associate Center Director; All Organizational Unit Managers, Chief Scientist, Chief Technologist and Chief Engineer, LMS Management Representative Other Attendees: Others as required in support of CLC weekly agenda focus	
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	August 2012	

Verify the correct version before use by checking the LMS Web site.

COUNCIL	**Center Management Council (CMC)**	
Reporting To	Director	
Charter	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: • 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	Executive Secretary: Executive Asst, Office of Director
	<u>Members</u>: Center Director Deputy Center Director Associate Center Director 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, Office of Strategic Analysis, Communications and Business Development 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	August 2012	

Verify the correct version before use by checking the LMS Web site.

COUNCIL	**Langley Technology Council (LTC)**	
Reporting To	Office of Director (OD)	

Charter	The LTC:
	• Strategically plans and coordinates Langley efforts to create high value technologies for future NASA missions and our Nation.
	  ○ Integrates and recommends specific investments/actions to the Langley Center Leadership Council (CLC) in accordance with the Langley Strategic Technology Investment Plan
	  ○ Advises on current and future technology efforts to the Center's leadership, to Langley organizations, and to individual innovators
	• Provides mid-term and long-term technology challenge goals to stimulate breakthroughs in science and engineering
	  ○ Provides support and guidance for development of new technology concepts and approaches
	  ○ Sponsors technology project formulation activities
	• Provides technology intelligence (Actionable Knowledge)
	  ○ Coordinates communication of technological advances and maintains knowledgebase of emerging areas of interest to Langley R&D
	• Provides a technical ombudsman function for individuals and organizations to get opinions/advice on technology issues.
	• Attend to such other matters as the CLC may from time to time refer to the LTC for action.	

Attendees	Center Chief Technologist (Chair)	OD Executive Assistant
	Members: The LTC shall consist of ten members, 1 each from the following organizations: LaRC Deputy Chief Technologist (OD) LaRC Chief Scientist (OD) LaRC Chief Engineer (OD) Office of Strategic Analysis, Communications and Business Development (OSACB) Systems Analysis and Concepts Directorate (SACD) Engineering Directorate (ED) Research Directorate (RD) Aeronautics Research Directorate (ARD) Space Technology and Exploration Directorate (STED) Science Directorate (SD) The LaRC Chief Technologist, Scientist and Engineer are each standing members of the LTC. All other members shall be appointed to the LTC for terms from 1 to 3 years and are empowered to speak for their organization. The terms of the members shall be staggered to the extent practicable. Members shall serve at the pleasure of the CLC.	
Meeting Frequency	The LTC shall hold regular monthly meetings and shall meet more frequently as circumstances require.	
Minutes Requirement	The LTC shall keep minutes of the meetings and provide periodic reports to the CLC.	
Minutes Responsibility	OD Executive Assistant. Minutes will be maintained on LTC NX site.	
Last Updated	August 2012	

Verify the correct version before use by checking the LMS Web site.

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
	Voting Members: (appointed by the Director) Damon E. Sheaffer, Treasurer, Officer of Chief Financial Officer Teresa M. Hass, Office of Procurement Jesse C. Midgett, Office of Strategic Analysis, Communications and Business Development Luci Crittenden, Operations & Engineering Branch Cheryl Allen, Center Operations Directorate Rodney D. Russell, Research Directorate, Langley Exchange Employee Activities, President <u>Ex-officio Members assist as technical advisors and are non-voting</u>: Ken Goetzke and Mona Williams, Office of Chief Counsel James R. Carson, Office of Chief Financial Officer Exchange Operations Randy B. Cone, Exchange Operations Manager Exchange Shop Manager and Finance and Accounting Office Child Development Center, Manager Food and Beverage Manager	
Meeting Frequency	Quarterly (or as frequency as required)	
Minutes Requirement	Maintained for Council reference	
Minutes Responsibility	Appointed by Chair	
Last Updated	August 2012	

Verify the correct version before use by checking the LMS Web site.

COUNCIL	**Executive Resources, Awards, and Recognition Council (ERARC)**	
Reporting To	Center Director	
Charter	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. 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.	
Attendees	Chair: Associate Director	Secretary: Training, Development and Employee Relations Branch, OHCM
	<u>Voting Members</u>: Associate Director Director, Office of Human Capital Management Director, Office of Equal Opportunity Programs 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 One Rotating Member from: Research Services Directorate and Engineering Directorate Research Directorate Center Operations Directorate One Rotating Member from: Aeronautics Research Directorate Science Directorate Systems Analysis and Concepts Directorate Space Technology and Exploration Directorate Flight Projects Directorate Office of Strategic Analysis, Communications and Business Development	
Meeting Frequency	Scheduled monthly (canceled if not needed)	
Minutes Requirement	No minutes required. Decisions are recorded.	
Minutes Responsibility	OHCM representative	
Last Updated	August 2012	

Verify the correct version before use by checking the LMS Web site.

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
	Members: Center Director Deputy Director Associate Director Director, Engineering Directorate Director, Research Directorate Director, Sciences Directorate Director, Research Services Directorate Director, Office of Human Capital Management Director, Center Operations Directorate Director, Office of Procurement Director, Space Technology and Exploration Directorate Director, Flight Projects Directorate Director, Aeronautics Research Directorate Director, Systems Analysis and Advanced Concepts Director LaRC Chief Engineer Representative, American Federation of Government Employees, Local 2755 Aviation Safety Officer Ex-officio and Non-Voting Members: 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	August 2012	

Verify the correct version before use by checking the LMS Web site.

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: Brenton Weathered Vice-Chairperson: John Koelling	Secretary: James Comstock
	Members: Range Safety Officer Aviation Safety Officer Head, Mission Assurance Branch, SMAO The Chairperson shall select additional members of the committee with relevant expertise, experience, and organizational affiliation to ensure representation from a cross-section of organizations and flight research experience to ensure diverse perspectives of aviation operations and safety. As a minimum there shall be a representative from the following organizations: Engineering Directorate Research Directorate Research Service Directorate The Chairperson and Co-Chairperson will be appointed by the Center Director. All membership changes (additions and removals) shall be initiated by the Chairperson and approved by the Director, SMAO, and the OUMs of the employees affected by the change. Prior to requesting OUM approvals, the Chairperson shall coordinate with the immediate supervisor of the employees affected by the change. Changes shall be presented at the next Executive Safety Council for informational purposes. (to see full list of members go to https://safety.larc.nasa.gov)	
Meeting Frequency	Quarterly or as needed	
Minutes Requirement	Original to files, electronic copy to the Chair and ASRB Members, all meeting attendees, and maintained on NX server.	
Minutes Responsibility	ASRB Secretary	
Last Updated	August 2012	

Verify the correct version before use by checking the LMS Web site.

Board	**Center Revitalization Board**	
Reporting To	Office of Director	
Charter	Advise the Center Operations Directorate on the implementation of the Center's 20 Year Revitalization Plan through insight into changing mission needs, budgetary constraints and policy updates. Advise the Center Operations Directorate on New Town and CoF planning, Space utilization and logistics management. Provide Strategic input and decisions on Center-Wide investment initiatives geared toward maintenance and infrastructure improvements. The Center Revitalization Board will be assisted by the Asset Management Board, Facility Utilization Officer and the Head of Logistics	
Attendees	Chair: Cathy Mangum, Director, COD	Secretary Jessica Dail
	Deputy Chair(s) – George Firth, Deputy Director, COD or Erik Weiser, Deputy for Revitalization, COD Members or designee: Associate Director, Langley Research Center Director, Research Directorate Chief Information Officer Director, Safety & Mission Assurance Office Director, Engineering Directorate Director, Science Directorate Chief Financial Officer Non-Voting Attendees: Deputy Director, COD Deputy for Revitalization, COD Deputy for Institutional Services, COD Associate Director for CoF, COD Associate Director for Maintenance, COD Head, Maintenance & Utilities Branch, COD Head, Logistics Management Branch, COD Facility Utilization Officer, COD	
Meeting Frequency	Monthly	
Minutes Requirement	After every meeting; Records maintained by COD	
Minutes Responsibility	Jessica Dail	
Last Updated	August 2012	

Verify the correct version before use by checking the LMS Web site.

BOARD	**Chief Engineers' Board**	
Reporting To	Center Management Council (CMC)	

Charter	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.
	
	The Board:
	o assures technical authority is properly implemented at the Center, and identifies Center systemic technical issues requiring corrective, preventative, or improvement action.
	o reviews, establishes, and guides implementation of standards and requirements.
	o reviews programs/projects to assess project technical progress, status, issues or problems, including;
	  o 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)
	  o 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.)
	o Assures CMC is informed of significant events and issues, thus facilitating management decisions, actions, and recommendations relative to Center projects.	

Attendees	Chair: Center Chief Engineer Vice Chair: Deputy Center Chief Engineer	Secretary: Assigned by Center Chief Engineer
	Core Members: Chief Engineer, Center Operations Directorate Chief Engineer, Research Services Directorate Chief Engineers, Research Directorate Chief Engineer, Science Directorate Chief Engineer, Systems Analysis and Concepts Directorate Chief Engineer, Engineering Directorate Senior System Engineer(s), LaRC Office of the Chief Engineer <u>Other Attendees:</u> NESC LaRC Chief Engineer (Ex-officio) – Non Voting Chief Engineer, Safety & Mission Assurance Directorate (Ex-Officio) – Non Voting	
Meeting Frequency	Weekly or as needed for special purpose reviews	
Minutes Requirement	Formal minutes are not required. Action Items and Presentations are maintained.	
Minutes Responsibility	N/A	
Last Updated	August, 2012	

Verify the correct version before use by checking the LMS Web site.

BOARD	**Facility Safety Advisory Board (FSAB)**	
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: Wes Goodman Co-Chairperson: Vacant	Secretary: Vacant
	Members: The Chairperson shall select members of the committee with relevant expertise, experience, and organizational affiliation to ensure LaRC's broad set of organizational and facility perspectives are represented. As a minimum, there shall be at least one (1) representative from the following organizations: Safety and Facility Assurance Branch, SMAO Center Operations Directorate Engineering Directorate Research Directorate The Chairperson and Co-Chairperson will be appointed by the Center Director. All membership changes (additions and removals) shall be initiated by the Chairperson and approved by the Director, SMAO, and the OUMs of the employees affected by the change. Prior to requesting OUM approvals, the Chairperson shall coordinate with the immediate supervisor of the employees affected by the change. Changes shall be presented at the next Executive Safety Council for informational purposes. (to see full list of members go to https://safety.larc.nasa.gov)	
Meeting Frequency	As needed	
Minutes Requirement	Electronic copies maintained by Chair.	
Minutes Responsibility	Chair	
Last Updated	August 2012	

Verify the correct version before use by checking the LMS Web site.

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: Vacant	Secretary: Vacant
	Members: Chair, Airworthiness and Safety Review Board Radiation Safety Officer Center Medical Officer The Chairperson shall select additional members of the group as required. As a minimum, there shall be at least one (1) representative from the following organizations: Research Services Directorate Research Directorate Science Directorate Engineering Directorate The Chairperson and Co-Chairperson will be appointed by the Center Director. All membership changes (additions and removals) shall be initiated by the Chairperson and approved by the Director, SMAO, and the OUMs of the employees affected by the change. Prior to requesting OUM approvals, the Chairperson shall coordinate with the immediate supervisor of the employees affected by the change. Changes shall be presented at the next Executive Safety Council for informational purposes. (to see full list of members go to https://safety.larc.nasa.gov)	
Meeting Frequency	Special meetings as necessary to accommodate project schedules.	
Minutes Requirement	Copies provided to Chair and each meeting attendee. Kept electronically on the ROME Virtual Library.	
Minutes Responsibility	FRASRB Secretary	
Last Updated	August 2012	

Verify the correct version before use by checking the LMS Web site.

BOARD	**Information Technology Steering Board (ITSB)**	
Reporting To	Chief Information Officer (CIO)	
Charter	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. The ITSB will ensure alignment of IT with mission and business priorities while making decisions regarding: • 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: Jeff Seaton, Chief Information Officer	Executive Secretary: As Appointed by Chair
	Members: Chair: Chief Information Officer or Deputy CIO Senior-level representation (OUM or Deputy OUM) from the following organizations: • Research Directorate • Systems Analysis and Concepts Directorate • Engineering Directorate • Science Directorate • Center Operations Directorate • Office of the Chief Financial Officer • Aeronautics Research Directorate • Space Technology and Exploration 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	August 2012	

Verify the correct version before use by checking the LMS Web site.

BOARD	**Institutional Review Board (IRB)**	
Reporting To	Executive Safety Council	
Charter	Protect human research subjects by reviewing all ground-based research involving human subjects.	
Attendees	Chairperson: Jeffrey Hill Co-Chairperson: Roger Johnston	Secretary: Laura Northern
	Members: The Chairperson shall select members to ensure representation from the following technical disciplines: faculties engineer, crew systems research, research pilot, industrial hygiene, medical doctor. There shall also be a non-NASA affiliated member. As a minimum there shall be a representative from the following organizations: Office of Chief Counsel Office of Human Capital Management Research Services Directorate Research Directorate Center Operations Directorate Engineering Directorate Safety and Facility Assurance Branch, SMAO The Chairperson and Co-Chairperson will be appointed by the Center Director. All membership changes (additions and removals) shall be initiated by the Chairperson and approved by the Director, SMAO, and the OUMs of the employees affected by the change. Prior to requesting OUM approvals, the Chairperson shall coordinate with the immediate supervisor of the employees affected by the change. Changes shall be presented at the next Executive Safety Council for informational purposes. (to see full list of members go to https://safety.larc.nasa.gov)	
Meeting Frequency	Annually	
Minutes Requirement	Copies provided to Chair and each meeting attendee and filed electronically on the ROME Virtual Library.	
Minutes Responsibility	IRB Secretary	
Last Updated	August 2012	

Verify the correct version before use by checking the LMS Web site.

BOARD	**Maintenance Change Control Board (MCCB)**	
Reporting To	Center Operations Directorate	
Charter	• 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	Chair: Maintenance Program Manager, COD	Secretary: Administration Support
	Members: 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 Invitees (Subject Matter Experts): 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 COD Head of Logistics	
Meeting Frequency	Bi-weekly	
Minutes Requirement	Minutes, including action items	
Minutes Responsibility	Administration support	
Last Updated	May 2010	

Verify the correct version before use by checking the LMS Web site.

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: Candy Evans
	Members: Cody P. Flowers, Property Survey Officer. Donald J. Reichle, Vice Chair Sandra V. Koppen Johnathan L. Gleason William K. Abeyounis Ex-Officio and Non-Voting: Supply and Equipment Management Officer, Logistics Management Branch (LMB) , Center Operations Directorate (COD) Equipment Manager, LMB, COD Head of Logistics Management Branch, COD Representative for Security and Program Protection Branch, COD 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	August 2012	

Verify the correct version before use by checking the LMS Web site.

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 propoED 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	Chair: Debbie Garrett Cook	Secretary: CCB Analyst
	Members: 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	

Verify the correct version before use by checking the LMS Web site.

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 Office of Strategic Analysis, Communications and Business Development and Chief Counsel	
Charter	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: • 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
	Other Attendees: 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	August 2012	

Verify the correct version before use by checking the LMS Web site.

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 baED 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	

Verify the correct version before use by checking the LMS Web site.

COMMITTEE	**Electrical Systems Committee (ESC)**	
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
	Members: The Chairperson shall select members of the committee with relevant expertise, experience, and organizational affiliation to ensure representation from a cross-section of organizations and experience to ensure diverse perspectives of ground-based electrical system design, construction, operations, safety, and maintenance. As a minimum there shall be a representative from the following organizations: Safety and Facility Assurance Branch, SMAO Center Operations Directorate Engineering Directorate Research Directorate Other members include electrical representative from all ground-based work being performed on Center, maintenance and Facility Safety Heads. The Chairperson and Co-Chairperson will be appointed by the Center Director. All membership changes (additions and removals) shall be initiated by the Chairperson and approved by the Director, SMAO, and the OUMs of the employees affected by the change. Prior to requesting OUM approvals, the Chairperson shall coordinate with the immediate supervisor of the employees affected by the change. Changes shall be presented at the next Executive Safety Council for informational purposes. (to see full list of members go to https://safety.larc.nasa.gov)	
Meeting Frequency	Monthly or as needed.	
Minutes Requirement	Copies to be provided to Chair and each committee meeting attendee.	
Minutes Responsibility	ESC Secretary	
Last Updated	August 2012	

Verify the correct version before use by checking the LMS Web site.

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: Assigned by OHCM
	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	
Last Updated	August 2012	

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: • Robert Parker, vice chair • Center Operations Directorate representatives • Engineering Directorate representatives • Research Directorate representatives	
Meeting Frequency	Yearly or as needed to correct problems.	
Minutes Requirement	None	
Minutes Responsibility	N/A	
Last Updated	August 2012	

Verify the correct version before use by checking the LMS Web site.

COMMITTEE	**Energy and Water Efficiency Committee (EWEC)**	
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	Chairperson: Bobby Charles Co-Chairperson: Alan Henderson Management Sponsor: Associate Director	Secretary: Ingrid Carlberg
	Members: At least one (1) representative from the following organizations: Center Operations Directorate (COD) Strategic Analysis Communications, and Business Development Office of Chief Counsel ROME Contractor Office of Procurement Logistics Management Branch, COD Engineering Directorate Research Directorate Office of Chief Financial Officer Office of Chief Information Officer The Chairperson and Co-Chairperson will be appointed by the Center Director. All membership changes (additions and removals) shall be initiated by the Chairperson and approved by the Director, SMAO, and the OUMs of the employees affected by the change. Prior to requesting OUM approvals, the Chairperson shall coordinate with the immediate supervisor of the employees affected by the change. Changes shall be presented at the next Executive Safety Council for informational purposes. (to see full list of members go to https://safety.larc.nasa.gov)	
Meeting Frequency	Up to four (4) times a year	
Minutes Requirement	Electronic copies provided to members and posted on EMS website.	
Minutes Responsibility	EWEC Secretary	
Last Updated	August 2012	

Verify the correct version before use by checking the LMS Web site.

COMMITTEE	**Environmental Management Committee (EMC)**	
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	Chairperson: Kristen Poultney Co-Chairperson: Andrea Finley Management Sponsor: Associate Director	Secretary: Ingrid Carlberg
	Members: At least one (1) representative from the following organizations: Safety and Facility Assurance Branch, SMAO Center Operations Directorate Office of Strategic Analysis, Communications, and Business Development Office of Chief Counsel ROME Contractor Office of Procurement Logistics Management Branch, COD Engineering Directorate Research Services Directorate Research Directorate The Chairperson and Co-Chairperson will be appointed by the Center Director. All membership changes (additions and removals) shall be initiated by the Chairperson and approved by the Director, SMAO, and the OUMs of the employees affected by the change. Prior to requesting OUM approvals, the Chairperson shall coordinate with the immediate supervisor of the employees affected by the change. Changes shall be presented at the next Executive Safety Council for informational purposes. (to see full list of members go to https://safety.larc.nasa.gov)	
Meeting Frequency	Up to four (4) times a year	
Minutes Requirement	Electronic copies provided to members and posted on EMS website.	
Minutes Responsibility	EMC Secretary	
Last Updated	August 2012	

Verify the correct version before use by checking the LMS Web site.

COMMITTEE	**Facility Operational Safety Assessment Committee (FOSAC)**	
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	Chairperson: James A. Osborn Co-Chairperson: Lynn D. Curtis	Secretary: Vacant
	Members: The Chairperson shall select members of the committee with relevant expertise, experience, and organizational affiliation to ensure LaRC's broad set of organizational and facility operations perspectives are represented. As a minimum there shall be a representative from the following organizations: Safety and Facility Assurance Branch, SMAO Center Operations Directorate Engineering Directorate Research Directorate The Chairperson and Co-Chairperson will be appointed by the Center Director. All membership changes (additions and removals) shall be initiated by the Chairperson and approved by the Director, SMAO, and the OUMs of the employees affected by the change. Prior to requesting OUM approvals, the Chairperson shall coordinate with the immediate supervisor of the employees affected by the change. Changes shall be presented at the next Executive Safety Council for informational purposes. (to see full list of members go to https://safety.larc.nasa.gov)	
Meeting Frequency	Quarterly, as needed.	
Minutes Requirement	Copies provided to Chair and each meeting attendee.	
Minutes Responsibility	Chair	
Last Updated	August 2012	

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: As elected by FWPC membership each year	Secretary: Vacant
	Members: 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	August 2012	

Verify the correct version before use by checking the LMS Web site.

COMMITTEE	**Ionizing Radiation Committee (IRC)**	
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 source 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 LPR 1710.5 - "Ionizing Radiation".	
Attendees	Chairperson: Ingrid Carlberg Co-Chairperson: Karen Taminger	Secretary: Ingrid Carlberg
	Members: Radiation Safety Officer, Safety and Mission Assurance Office (SMAO) The Chairperson shall select additional members of the group as required. As a minimum, there shall be at least one (1) representative from the following organizations: Advanced Materials and Processing Branch, Research Directorate (RD) Supersonic/Hypersonic Testing Branch, RD Durability, Damage Tolerance, and Reliability Branch, RD Structures Experiments Branch, RD Safety and Facility Assurance Branch, SMAO Mission Assurance Branch (Quality Assurance), SMAO Environmental Management Branch, Center Operations Directorate (COD) The Chairperson and Co-Chairperson will be appointed by the Center Director. All membership changes (additions and removals) shall be initiated by the Chairperson and approved by the Director, SMAO, and the OUMs of the employees affected by the change. Prior to requesting OUM approvals, the Chairperson shall coordinate with the immediate supervisor of the employees affected by the change. Changes shall be presented at the next Executive Safety Council for informational purposes. (to see full list of members go to https://safety.larc.nasa.gov)	
Meeting Frequency	Annually or as needed	
Minutes Requirement	Copies provided to Chair and each meeting attendee and filed electronically on the ROME Virtual Library.	
Minutes Responsibility	IRC Secretary	
Last Updated	August 2012	

Verify the correct version before use by checking the LMS Web site.

COMMITTEE	**Labor/Management Safety and Health Advisory Committee (LMSHAC)**	
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	Chairperson: Jose A. Caraballo Co-Chairperson: Vacant	Secretary: Vacant
	Members: Vice President AFGE Local 1923 Labor Relations Officer Head, Safety and Facility Assurance Branch, Safety and Mission Assurance Office (SMAO) Head, Security and Program Protection Branch, Center Operations Directorate (COD) Head, Environmental Management Office, COD The Chairperson shall select additional members of the group as required. All membership changes (additions and removals) shall be initiated by the Chairperson and approved by the Director, SMAO, and the OUMs of the employees affected by the change. Prior to requesting OUM approvals, the Chairperson shall coordinate with the immediate supervisor of the employees affected by the change. Changes shall be presented at the next Executive Safety Council for informational purposes. (to see full list of members go to https://safety.larc.nasa.gov)	
Meeting Frequency	Quarterly	
Minutes Requirement	Copies to be provided to Chair and each meeting attendee and filed electronically on the ROME Virtual Library.	
Minutes Responsibility	Chair	
Last Updated	August 2012	

Verify the correct version before use by checking the LMS Web site.

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
	Members: 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	

Verify the correct version before use by checking the LMS Web site.

Committee	**Langley Emerging Professionals Committee (LEPC)**
Reporting to	Center Leadership Council (CLC)
Charter	The LEPC will work to: • 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 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.
Attendees	Chair: Director, Office of Strategic Analysis, Communications and Business Development
	<u>Members</u> Volunteer representatives across Center, including both civil servants and contractors.
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 2012

Verify the correct version before use by checking the LMS Web site.

COMMITTEE	**LaRC Lessons Learned Committee**	
Reporting To	Office of Director – Chief Engineer	
Charter	This committee is the key organizational element to promote Lessons Learned at LaRC and is LaRC's interface into the Agency-level Lessons Learned Steering Committee per NPR 7120.6 and LPR 7120.6.	
Attendees	Chair: Rotations will be assigned by the LaRC Chief Engineer after consideration of recommendations provided by the committee membership	Secretary: As appointed by Chair
	Deputy Chair: Assigned by the LaRC Chief Engineer after consideration of recommendations provided by the committee membership. (term in office coincides with term of Committee Chairman) Members (each member organization may also appoint an alternate representative): • Representative of the LaRC Chief Engineer • Representative of each Mission Organizational Unit. Representatives or alternates may or may not be Deputy or Assoc. Directors or organizational level Chief Engineers • Representative of the Safety and Mission Assurance Office (typically Deputy Director) • Lessons Learned Center Data Manager Other non-member attendees: Other individuals/groups may attend as appropriate. Participation in committee meetings by non-civil service personnel will be limited to providing non-consensus non-voting advice, informational background, and technical and administrative assistance.	
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://nx01.larc.nasa.gov/dsweb/View/Collection-39162	
Minutes Responsibility	N/A	
Last Updated	August, 2012	

Verify the correct version before use by checking the LMS Web site.

Committee	**Lifting Device and Equipment Committee (LDEC)**	
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 devices and equipment issues for input to the NASA Lifting Device and Equipment Committee.	
Attendees	Chairperson: Larry Snyder Co Chairperson: Jimmy Waters	Secretary: Thomas Popernack
	Members: Langley Maintenance Manager **The Chairperson shall select additional members of the group as required. As a minimum, there shall be at least one (1) representative from the following organizations:** Safety and Facility Assurance Branch, Safety and Mission Assurance Office (SMAO) Center Operations Directorate Research Service Directorate Research Directorate Engineering Directorate **Ex-Officio Members (Non-voting)** ROME Lead Rigger ROME Rigging Scheduler ROME Crane Operator Crane Safety Training Contractor The Chairperson and Co-Chairperson will be appointed by the Center Director. All membership changes (additions and removals) shall be initiated by the Chairperson and approved by the Director, SMAO, and the OUMs of the employees affected by the change. Prior to requesting OUM approvals, the Chairperson shall coordinate with the immediate supervisor of the employees affected by the change. Changes shall be presented at the next Executive Safety Council for informational purposes. (to see full list of members go to https://safety.larc.nasa.gov)	
Meeting Frequency	Quarterly or as needed	
Minutes Requirement	Copies provided to Chair and each meeting attendee and filed electronically on the ROME Virtual Library.	
Minutes Responsibility	Chair	
Last Updated	August 2012	

Verify the correct version before use by checking the LMS Web site.

COMMITTEE	**Non-Ionizing Radiation Committee (NIRC)**	
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 LPR 1710.8 - "Non-Ionizing Radiation".	
Attendees	Chairperson: Jennifer Inman Co-Chairperson: Byron Meadows	Secretary: Bruce Barnes
	Members: Industrial Hygienist (IH), Safety and Facility Assurance Branch, Safety and Mission Assurance Office (SMAO) Radiation Safety Office (RSO) The Chairperson shall select additional members of the committee with relevant expertise, experience, and organizational affiliation to ensure representation from every directorate performing operations under a Non-Ionizing Radiation (NIR) permit. The Chairperson and Co-Chairperson will be appointed by the Center Director. All membership changes (additions and removals) shall be initiated by the Chairperson and approved by the Director, SMAO, and the OUMs of the employees affected by the change. Prior to requesting OUM approvals, the Chairperson shall coordinate with the immediate supervisor of the employees affected by the change. Changes shall be presented at the next Executive Safety Council for informational purposes. (to see full list of members go to https://safety.larc.nasa.gov)	
Meeting Frequency	Quarterly or as needed	
Minutes Requirement	Copies provided to Chair and each meeting attendee and filed electronically on the ROME Virtual Library.	
Minutes Responsibility	NIRC Secretary	
Last Updated	August 2012	

Verify the correct version before use by checking the LMS Web site.

COMMITTEE	**Potentially Hazardous Materials Committee (PHMC)**	
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	Chairperson: Christopher Wohl Co-Chairperson: Joseph Smith	Secretary: Rotational assignment selected from meeting attendees prior to onset of meetings.
	<u>Members</u>: Industrial Hygienist, Safety and Facility Assurance Branch, Safety and Mission Assurance Office (SMAO) Quality Assurance Specialist, Mission Assurance Branch, SMAO Authority Having Jurisdiction (AHJ) for explosives Explosive Safety Officer 1293A&C Facility Safety Head Standard Practice Engineer for Pyrotechnics Wind Tunnel Expert The Chairperson shall select additional members of the group as required. As a minimum, there shall be at least one (1) representative from the following organizations: Environmental Management Office, Center Operations Directorate (COD) Advanced Materials and Processing Branch (Chemist), Research Directorate (RD) Structures Testing Branch (pyrotechnic user), RD NASA Langley Clinic Research Directorate Engineering Directorate The Chairperson and Co-Chairperson will be appointed by the Center Director. All membership changes (additions and removals) shall be initiated by the Chairperson and approved by the Director, SMAO, and the OUMs of the employees affected by the change. Prior to requesting OUM approvals, the Chairperson shall coordinate with the immediate supervisor of the employees affected by the change. Changes shall be presented at the next Executive Safety Council for informational purposes. (to see full list of members go to https://safety.larc.nasa.gov)	
Meeting Frequency	At least Semiannually	
Minutes Requirement	Copies provided to Chair and each meeting attendee. Filed electronically on the ROME Virtual Library.	
Minutes Responsibility	Chair	
Last Updated	August 2012	

Verify the correct version before use by checking the LMS Web site.

COMMITTEE	**Pressure Systems Committee (PSC)**	
Reporting To	Executive Safety Council	
Charter	- 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 LPR 1710.40, "LaRC Pressure Systems Handbook" and LPR 1710.41 - "Langley Research Center Standard for the Evaluation of Socket and Branch Connection Welds."	
Attendees	Chairperson: Charles Good Co-Chairperson: C. T. Moore	Secretary: Vacant
	<u>Members</u>: Standard Practice Engineer for Pressure Systems Standard Practice Engineer for Flight Systems Standard Practice Engineer for Welding Pressure Systems RECERT Manager The Chairperson shall select additional members of the group to ensure skills encompassing the entire life-cycle of a pressure system, such as system design, operations, maintenance, and recertification are represented. As a minimum there shall be a representative from the following organizations: Safety and Facility Assurance Branch, Safety and Mission Assurance Office (SMAO) Center Operations Directorate Engineering Directorate Research Directorate The Component Verification Facility The Chairperson and Co-Chairperson will be appointed by the Center Director. All membership changes (additions and removals) shall be initiated by the Chairperson and approved by the Director, SMAO, and the OUMs of the employees affected by the change. Prior to requesting OUM approvals, the Chairperson shall coordinate with the immediate supervisor of the employees affected by the change. Changes shall be presented at the next Executive Safety Council for informational purposes. (to see full list of members go to https://safety.larc.nasa.gov)	
Meeting Frequency	At least semi-annually	
Minutes Requirement	Copies provided to Chair, Vice-Chair and each meeting attendee and filed electronically on the Pressure Systems Library	
Minutes Responsibility	Chair	
Last Updated	August 2012	

Verify the correct version before use by checking the LMS Web site.

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	

Verify the correct version before use by checking the LMS Web site.

COMMITTEE	**Systemic Issues Review Committee (SIRC)**	
Reporting To	Office of Director	
Charter	• Identify and assess potential systemic issues from: o Center Management Council Reviews o IG/GAO and Financial Systems Audits o Executive Safety Council and related issues o Institution including Environmental and Facilities audits o Test Facilities o Technical Authority and OCE reviews o Project Implementation o Project Management o Human Capital Management o Equal Employment and Diversity Management o Procurement o Information Technology o 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, ad Improvement (CPI) Action processes for ongoing effectiveness	
Attendees	Chair: OD – Associate Center Director	Secretary: LMS Management Representative
	Other Members: Director or Deputy Directors from: • Office of Chief Financial Officer • Safety and Mission Assurance Office, • Center Operations 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	August 2012	

Verify the correct version before use by checking the LMS Web site.

COMMITTEE	**Systems Operations Committee (SOC)**	
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 operation 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	Chairperson: James Osborn Co-Chairperson: Carlos Perez-Ramos	Secretary: Vacant
	Members: Head, Safety and Facility Assurance Branch **The Chairperson shall select additional members of the committee with relevant expertise and experience to ensure a broad set of skills to review the safety of activities conducted at Langley. As a minimum there shall be a representative from the following organizations:** Safety and Facility Assurance Branch, Safety and Mission Assurance Office (SMAO) Center Operations Directorate Engineering Directorate Research Directorate The Chairperson can appoint temporary members to the SOC if the activity being reviewed requires additional expertise and experience not already residing on the SOC. The Chairperson and Co-Chairperson will be appointed by the Center Director. All membership changes (additions and removals) shall be initiated by the Chairperson and approved by the Director, SMAO, and the OUMs of the employees affected by the change. Prior to requesting OUM approvals, the Chairperson shall coordinate with the immediate supervisor of the employees affected by the change. Changes shall be presented at the next Executive Safety Council for informational purposes. (to see full list of members go to https://safety.larc.nasa.gov)	
Meeting Frequency	At least semi-annually	
Minutes Requirement	Copies provided to Chair and each meeting attendee and filed electronically on the ROME Virtual Library.	
Minutes Responsibility	Chair	
Last Updated	August 2012	

Verify the correct version before use by checking the LMS Web site.

COMMITTEE	**Wind Tunnel Model Systems Committee (WTMSC)**	
Reporting To	Executive Safety Council	
Charter	- 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	Chairperson: Doug Weber Co-Chairperson: Thomas Popernack.	Secretary: Vacant
	<u>Members</u>: NTF, Facility Safety Head 14 X 22, Facility Safety Head **The Chairperson shall select additional members of the group to ensure representation from the following technical disciplines: model design, model systems, force balances, and wind-tunnel research. As a minimum there shall be a representative from the following organizations:** Safety and Facility Assurance Branch, Safety and Mission Assurance Office (SMAO) Engineering Directorate Research Directorate The Chairperson and Co-Chairperson will be appointed by the Center Director. All membership changes (additions and removals) shall be initiated by the Chairperson and approved by the Director, SMAO, and the OUMs of the employees affected by the change. Prior to requesting OUM approvals, the Chairperson shall coordinate with the immediate supervisor of the employees affected by the change. Changes shall be presented at the next Executive Safety Council for informational purposes. (to see full list of members go to https://safety.larc.nasa.gov)	
Meeting Frequency	Annually or as needed	
Minutes Requirement	Copies provided to Chair and each meeting attendee and filed electronically on the ROME Virtual Library.	
Minutes Responsibility	Chair	
Last Updated	August 2012	

Verify the correct version before use by checking the LMS Web site.

GROUP	**Aviation Safety Working Group (ASWG)**	
Reporting To	Executive Safety Council	
Charter	To find and communicate safety issues pertaining to Hangar and Flight operations at the Center.	
Attendees	Chairperson: Leslie Kagey Vice Chairperson: Rick Yasky	Secretary: Luci Crittenden
	Members: Aviation Safety Officer Chief Pilot Range Safety Officer Chief of Flight Operations (Ex-Officio) The Chairperson shall select additional members of the group from hanger and flight-related personnel to ensure representation from the following technical disciplines: facilities, avionics, aircraft mechanics, quality assurance, hazard analysis, and operations engineers. The Chairperson and Co-Chairperson will be appointed by the Center Director. All membership changes (additions and removals) shall be initiated by the Chairperson and approved by the Director, SMAO, and the OUMs of the employees affected by the change. Prior to requesting OUM approvals, the Chairperson shall coordinate with the immediate supervisor of the employees affected by the change. Changes shall be presented at the next Executive Safety Council for informational purposes. (to see full list of members go to https://safety.larc.nasa.gov)	
Meeting Frequency	Semi-annual or as needed	
Minutes Requirement	Original to files, paper copy to the Chair, ESC; electronic copy to all ASWG members and all meeting attendees. Files kept electronically by ASWG Chair.	
Minutes Responsibility	ASWG secretary	
Last Updated	August 2012	

Verify the correct version before use by checking the LMS Web site.

GROUP	**Management Steering Group (MSG)**	
Reporting To	Center Management Council	
Charter	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). Specifically: Sponsor engineering improvement activities and ensure alignment with LaRC mission and goals: 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. Provide resources and guidance to the Software Engineering Process Group (SEPG): 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, Engineering Directorate	Secretary: SEPG Chair
	Members are: Director of the Engineering Directorate Director of the Research Directorate Director of the Center Operations Directorate Director of the Systems Analysis and Concepts Directorate Director of the Space Technology and Exploration Directorate Director of the Flight Projects Directorate Director of the Safety and Mission Assurance Office LaRC reps. to Headquarters' SEWG LaRC reps. to Headquarters' SWG Center Chief Engineer Ex-officio members are: (all are non-voting) Director of Research Services Directorate Director of the Science Directorate Director of the Aeronautics Research Directorate Director of Office of Strategic Integration, Communications and Business Development Chief Information Officer Cost Analysis Officer LMS Management Representative NESC Center Chief Engineer	
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	August 2012	

Verify the correct version before use by checking the LMS Web site.

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, Engineering Directorate	Secretary: None
	SEPG members represent the following organizations (appointed by organization head): Center Operations Directorate, Charles E. Niles (Deputy Chair) Research Services Directorate Engineering Directorate Research 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	August 2012	

Verify the correct version before use by checking the LMS Web site.