



**LANGLEY  
POLICY  
DIRECTIVE**

**Directive: CID 1150.2  
Effective Date: May 16, 2008  
Expiration Date: May 16, 2009**

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**Responsible Office: Office of the Director**

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

**1. POLICY**

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

b. Definitions

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

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

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

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

**2. APPLICABILITY**

This policy directive is applicable to LaRC civil servant employees.

**3. AUTHORITY**

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

**4. REFERENCES**

None

**5. RESPONSIBILITIES**

a. Employees

Notify authorizing officials when changes to the Attachments are necessary.

b. Authorizing Officials (Director, Deputy Director, or the Associate Director).

Submit written authorization to Mail Stop 300/Directives Manager, or [ldm@larc.nasa.gov](mailto:ldm@larc.nasa.gov), whenever a Council, Board, Panel, Committee, Team, or Group requirement must be changed.

c. Directives Manager

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

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

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

**7. DELEGATION OF AUTHORITY**

None

**8. MEASUREMENTS**

None

**9. CANCELLATION**

LAPD 1150.2, dated June 27, 2006.

*Original signed on file*

Lesia B. Roe  
Director

Attachment A

COUNCIL	Center Leadership Council (CLC)	
Reporting To	Director	
Charter	Highest Center-level Governing Body <ul style="list-style-type: none"> <li>• Enable and monitor operational health of the Center.</li> <li>• Ensure adequate resources are available for commitments.</li> <li>• Decision authority with regard to resource conflicts.</li> <li>• Assess and authorize new business opportunities.</li> <li>• Decide on significant bid and proposal activities.</li> <li>• Assess new partnerships.</li> <li>• Determine Center Strategies in support of Agency Strategic Goals.</li> <li>• Review and enable progress in achieving Center Strategic Objectives and Annual Initiatives.</li> <li>• Ensure ongoing development of Center workforce in support of mission.</li> </ul>	
Attendees	Chair: Director	Executive Secretary: Staff Assistant, Office of Director
	<u>Core Members:</u> Director; Deputy Director; Associate Director; All Organizational Unit Managers, LMS Management Representative <u>Other Attendees:</u> Chief Strategist, Senior Scientist, New Business Lead, Deputy Director for Strategy Planning, OD Program Analyst, OD Technical Assistant, and 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 Website.	
Minutes Responsibility	Minutes are maintained by the Executive Secretary	
Last Updated	May 19, 2008	

COUNCIL	<b>Center Management Council (CMC)</b>	
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"> <li>To provide a forum for LaRC management to review and assess project progress, status, issues and appropriate compliance with NPR 7120.5 "NASA Program and Project Management Processes and Requirements," and other governing documents;</li> <li>To identify and resolve problems, including those which are beyond the control of the program/project;</li> <li>To facilitate management decisions, actions, and recommendations relative to Center projects;</li> <li>To monitor Center commitments with regard to planned, needed, and actual costs and workforce;</li> <li>To ensure Senior Management is informed about significant events and issues, providing sufficient time to formulate strategy and detect and correct global problems;</li> <li>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;</li> <li>To concur on project planning and implementation; and</li> <li>To identify systemic Center issues and problems requiring corrective, preventative, or improvement action.</li> </ul>	
Attendees	Chair: Director Deputy Director	Vice Chair: Director, Systems Management Office (SMO) Executive Secretary: SMO Staff
	<u>Members:</u> Center Director Deputy Director Associate 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, Advanced Planning and Partnership Office	
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	May 16, 2008	

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

COUNCIL	<b>Executive Resources, Awards, and Recognition Council (ERARC)</b>	
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 (QSI's), 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: Organizational Development and Workforce Relations Branch, OHCM
	<p><u>Voting Members:</u>                  Associate Director                  Director, Office of Human Capital Management                  Director, Office of Equal Opportunity Programs</p> <p>1 member rotate between the following Directors</p> <ul style="list-style-type: none"> <li>- Office of Procurement</li> <li>- Office of Chief Counsel</li> <li>- Office of Strategic Communications and Education</li> <li>- Office of Chief Financial Officer</li> <li>- Office of Chief Information Officer</li> <li>- Safety and Mission Assurance Office</li> </ul> <p>2 members rotate between the following Directors</p> <ul style="list-style-type: none"> <li>- Research Services Directorate</li> <li>- Systems Engineering Directorate</li> <li>- Research and Technology Directorate</li> <li>- Center Operations Directorate</li> </ul> <p>2 member rotates between the following Directors</p> <ul style="list-style-type: none"> <li>- Aeronautics Research Directorate</li> <li>- Science Directorate</li> <li>- Systems Analysis and Concepts Directorate</li> <li>- Exploration and Space Operations Directorate</li> <li>- Flight Projects Directorate</li> <li>- Advanced Planning and Partnership Office</li> </ul>	
Meeting Frequency	Scheduled monthly (cancelled if not needed)	
Minutes Requirement	No minutes required. Decisions are recorded.	
Minutes Responsibility	OHCM representative	
Last Updated	May 16, 2008	

COUNCIL	<b>Executive Safety Council</b>	
Reporting To	Director	
Charter	Maintain an overview of the Center's safety program by establishing a standing committee system to focus Center expertise on safety problems, especially those not covered by precedent.	
Attendees	Chair: Director (or Deputy when Director is absent)	Secretary: SMAO Director
	<p><u>Members:</u>                      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                      LaRC Chief Engineer, NESC                      Representative, American Federation of Government Employees, Local 2755                      Aviation Safety Officer</p> <p><u>Ex-officio Members:</u>                      Chief Financial Officer                      Chief Information Officer                      Chief Counsel</p> <p>Other Participants: Major on-site support service contract managers and Army representative</p>	
Meeting Frequency	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	May 16, 2008	

Committee	<b>Lifting Device and Equipment Committee</b>	
Reporting To	Executive Safety Council	
Charter	Provide Center-wide oversight of lifting operations to ensure that NASA-STD-8719.9 is understood and applied across all Center organizations; provide a forum for disseminating and exchanging information, sharing lessons learned, and resolving concerns and issues pertaining to lifting device and equipment; develop the Center's recommendations on lifting device and equipment issues for input to the NASA Lifting Device and Equipment Committee.	
Attendees	Chairperson: Larry Snyder Vice Chairperson: Jimmy Waters	Secretary: Vacant
	<u>Members:</u> Thomas G. Popernack, Jr. Robert Charles Phillip Stallings (ex-officio) R. D. Burnette (ex-officio) Steve Rossi (ex-officio) Carter Ficklen (ex-officio) Lloyd Smith Charles Zeitman Donald Buhl John Hefner Robert Myers Clifford Williford Ty Moen	
Meeting Frequency	Initially monthly, but no less than quarterly.	
Minutes Requirement	Electronic copies provided to co-chairs and all members within one week of meeting	
Minutes Responsibility	Committee Secretary	
Last Updated	May 16, 2008	



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

BOARD	<b>Airworthiness and Safety Review Board (ASRB)</b>	
Reporting To	Executive Safety Council	
Charter	Assure that appropriate reviews are conducted for, and provide guidance for, all research-related atmospheric flight vehicle activities (regardless of scale or human operation mode) that are funded, managed, or conducted by LaRC, for the purposes of: (1) approving Flight Safety Release letters; and (2) recommending airworthiness and safety requirements for flight operations.	
Attendees	Chair: Melvin H. Lucy Co-Chairperson: Brenton Weathered	Secretary: James Comstock
	<u>Members:</u> Junilla Applin John Chapman Leslie O. Kagey, III (Aviation Safety Officer) Donald J. Porter, Jr. (Head, Mission Assurance Branch, SMAO) Noel J. West	
Meeting Frequency	Mandatory meetings scheduled once a quarter; generally first Wednesday of every month with special meetings as necessary to accommodate project schedules.	
Minutes Requirement	Original to files, paper copy to the Chair, ESC; electronic copy to all ESC and ASRB members, all meeting attendees, and designated WFF flight operations personnel.	
Minutes Responsibility	ASRB Secretary	
Last Updated	May 16, 2008	

BOARD	<b>Facility Safety Advisory Board</b>	
Reporting To	Executive Safety Council	
Charter	Evaluates safety policy before implementation and reviews items requiring management attention, after coordination with the LaRC Safety Manager	
Attendees	Chair: Wesley L. Goodman	Secretary: Janet L. Edmondson
	<u>Members:</u> Nicholas A. Kepics Brian S. Luoto Anton Schuszler, II Venki S. Venkat (non-voting) Mark Whitaker Clifford Williford	
Meeting Frequency	Quarterly	
Minutes Requirement	Original to files. Electronic copy to all members, attendees, and Director, SMAO.	
Minutes Responsibility	FSAB Secretary	
Last Updated	May 16, 2008	

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

PANEL	<b>LaRC Honor Awards Panel</b>	
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	May 16, 2008	

PANEL	<b>Innovation Assessment Panel</b>	
Reporting To	Directors of Advanced Planning and Partnerships 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"> <li>• promoting innovation and invention throughout the Center</li> <li>• identifying and capturing innovations and inventions</li> <li>• protecting innovations and inventions</li> <li>• leveraging innovations for the benefit of the public and the economy</li> <li>• rewarding innovators</li> <li>• educating stakeholders and the public about the importance and value of Langley innovations and inventions.</li> </ul>	
Attendees	Chair: Kathy Dezern	Secretary: Kathy A. Dezern
	<u>Members:</u> Members of key Center organizations	
Meeting Frequency	Monthly or as needed for special purpose reviews	
Minutes Requirement	Minutes, including Action Items shall be recorded by the Secretary	
Minutes Responsibility	Minutes maintained for Panel reference by the Secretary	
Last Updated	May 12, 2006	

COMMITTEE	<b>Systemic Issues Review Committee (SIRC)</b>	
Reporting To	Center Leadership Council (CLC)	
Charter	<ul style="list-style-type: none"> <li>• Identify and assess potential systemic issues from:                             <ul style="list-style-type: none"> <li>- CPMC reviews</li> <li>- IG/GAO and other financial related audits</li> <li>- Customer Service Boards</li> <li>- Executive Safety Council</li> <li>- Environmental/Institutional/Facilities HQ's process verification audits</li> <li>- LMS internal/external assessments and other formal and informal input sources</li> </ul> </li> <li>• Recommend Center approach to resolving or mitigating impact of issues – reporting at LMS Quarterly Management Review (QMR's)</li> <li>• Monitor Corrective, Preventive, and Improvement (CPI) Action processes for ongoing effectiveness</li> </ul>	
Attendees	Chair: OD – Associate Director	Secretary: LMS Management Representative
	Members: Members of key Center organizations	
Meeting Frequency	As needed to support Statement of Assurance	
Minutes Requirement	None – Committee reports quarterly to CLC (QMR minutes are maintained per LPR 1280.1, “Semi-Annual System Level Review of the Langley Management System (LMS)”)	
Minutes Responsibility	N/A	
Last Updated	May 16, 2008	

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

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

COMMITTEE	<b>Electrical Systems Committee</b>	
Reporting To	Executive Safety Council	
Charter	<p>a. Conduct reviews and provide guidance on electrical safety and activities such as grounding systems, ground support electrical power systems, and control systems.</p> <p>b. Recommend requirements, standards, and procedures for systems designed to use, store, confine, or distribute significant levels of electrical energy.</p> <p>c. Investigate and recommend corrective action for major electrical systems faults.</p> <p>d. Maintain an overview of developments in electrical safety.</p> <p>e. Provide electrical systems information for the LaRC Safety Manual; namely, LPR 1710.6, "Electrical Safety," and LPR 1710.10, "Safety Clearance Procedures (Lockout/Tagout)."</p>	
Attendees	Chair: John T. Inge Vice Chair: vacant	Secretary: Alan W. Henderson
	<u>Members:</u> Joseph M. Falzone (non-voting) Carl E. Horne (non-voting) H. Keith Knight Thomas Levin Arthur Ritter Lawrence Salberg Michael D. Vaccarelli 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	May 16, 2008	

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



COMMITTEE	<b>Non-ionizing Radiation Committee</b>	
Reporting To	Executive Safety Council	
Charter	Provide reviews and guidance for the safety aspects of activities including lasers, microwave and radio frequency (RF) equipment, and infrared devices. Recommend standards for non-ionizing radiation sources requirements and procedures for their procurement, transportation, handling, use, and disposal. Maintain an overview of developments in non-ionizing radiation safety. Provide non-ionizing radiation information for the LaRC Safety Manual "Non-ionizing Radiation," LPR 1710.8.	
Attendees	Chair: Johnathan W. Hair	Secretary: Bruce W. Barnes
	<u>Members:</u> Byron L. Meadows, Vice Chairperson Anthony L. Cook Patricia G. Cowin (non-voting) Gary A. Fleming Stephen B. Jones Sandra Koppen Joseph W. Lee Kim Merritt (ex-officio) Connie Osborn (non-voting) Larry Petway Sixto L. Vasquez Julie Williams-Bryd Meng-Chou Wu	
Meeting Frequency	At least quarterly	
Minutes Requirement	Copies to be provided to Chair, ESC, Director, SMAO, and each meeting attendee.	
Minutes Responsibility	Secretary	
Last Updated	May 16, 2008	

COMMITTEE	<b>Potentially Hazardous Materials Committee</b>	
Reporting To	Executive Safety Council	
Charter	Conduct reviews and provide guidance on safety of activities involving any material that is a health or physical hazards such as toxic, flammable, corrosive, cryogenic, or asphyxiation. Recommend standards for potentially hazardous materials and procedures for their procurement, transportation, storage, handling, use, and disposal. Maintain an overview of developments in hazardous materials safety. Provide potentially hazardous materials data for the LaRC Safety Manual, LPR 1710.12, "Potentially Hazardous Materials." Oversee activities involving pyrotechnic/propulsion explosive devices and materials.	
Attendees	Chair: Gilda A. Miner	Secretary: Gilda A. Miner
	<u>Members:</u> Joseph G. Smith, Vice Chairperson James F. Dezern Patricia G. Cowin Donna Freet (non-voting) Charles Gray Jane Hogge Roger W. Johnston (ex-officio) Warren C. Kelliher Marie Lane Connie Osborn (non-voting) Gerald L. Pellet K. Mason Proctor Chip Quinn (ex-officio) Douglas M. Smith Mary Ann Smith Carl J. Voglewede Cherie Walton (ex-officio) George Walton (ex-officio) Suzanne Zaremski (ex-officio) Charles B. Zeitman	
Meeting Frequency	At least Semiannually	
Minutes Requirement	Copies to be provided to Chair, ESC, Director, SMAO, and each meeting attendee.	
Minutes Responsibility	Secretary	
Last Updated	May 16, 2008	

COMMITTEE	<b>Pressure Systems Committee</b>	
Reporting To	Executive Safety Council	
Charter	<ul style="list-style-type: none"> <li>• Conduct reviews and provide guidance on safety of ground or flight pressure systems using gaseous or fluid media. Recommend requirements, standards, and procedures for systems designed to use, confine, or distribute pressurized media. Maintain an overview of developments in the field of pressure systems.</li> <li>• Provide pressure systems information for the LaRC Safety Manual "Safety Regulations Covering Pressurized Systems," LPR 1710.40 and "Langley Research Center Standard for the Evaluation of Socket and Branch Connection Welds," LPR 1710.41.</li> </ul>	
Attendees	Chair: John R. Micol Vice Chair: C. T. Moore	Secretary: vacant
	<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</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	May 16, 2008	

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

COMMITTEE	<b>Labor/Management Safety and Health Advisory Committee</b>	
Reporting To	Executive Safety Council	
Charter	Provides a forum for personnel, through their union, and safety and health management to discuss problem areas to ensure their resolution.	
Attendees	Chair: Jose A. Caraballo	Secretary: Janet L. Edmondson
	<u>Members:</u> Randy B. Cone Patricia Cowin Marie F. Lane Monica Green Gregory F. Sullivan Donald R. Green (ex-officio)	
Meeting Frequency	Quarterly	
Minutes Requirement	Copies to be provided to Chair, ESC, Director, SMAO, and each meeting attendee.	
Minutes Responsibility	Secretary	
Last Updated	May 16, 2008	

COMMITTEE	<b>Engineering Drawing System Committee</b>	
Reporting To	Office of the Director	
Charter	To provide Centerwide uniform drafting requirements and drawing files.	
Attendees	Chair: Robin Tutterow	Secretary: None
	<u>Members:</u> <ul style="list-style-type: none"> <li>• Robert Parker, vice chair</li> <li>• Center Operations Directorate representatives</li> <li>• System Engineering Directorate representatives</li> <li>• Research and Technology Directorate representatives</li> </ul>	
Meeting Frequency	Yearly or as needed to correct problems.	
Minutes Requirement	None	
Minutes Responsibility	N/A	
Last Updated	May 16, 2008	

COMMITTEE	<b>Federal Women’s Program Committee (FWPC)</b>	
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	<b>Langley Colloquium Committee</b>	
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	May 16, 2008	

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

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

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

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



GROUP	<b>Aviation Safety Working Group</b>	
Reporting To	Executive Safety Council	
Charter	To find and communicate safety issues pertaining to aviation safety at the Center.	
Attendees	Chair: Leslie O. Kagey Vice Chair: vacant	Secretary: Luci Crittenden
	Members: Kenneth Cameron Dale Clark Ralph G. Dooley John R. Hefner Howard J. Lewis (Aviation Manager, Ex-Officio) Scott T. Simms Carey D. Smith Noel J. West Michael S. Wusk	
Meeting Frequency	Monthly	
Minutes Requirement	Original to files, paper copy to the Chair, ESC; electronic copy to all ASWG members and all meeting attendees.	
Minutes Responsibility	ASWG secretary	
Last Updated	May 16, 2008	

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