



**Langley
Procedural
Requirements**

LPR 1150.2P

Effective Date: 4/28/ 2023

Expiration Date: 4/30/2028

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

Responsible Office: Office of the Director

1. POLICY

- a. Official Langley Research Center (Langley) Councils, Boards, Panels, Committees, Teams, and Groups will be assigned via this directive.
- b. The following are excluded from this policy and can be chartered separately:
 - (1) 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
 - (2) Directorate-level boards, panels, committees, teams, and groups
 - (3) Groups that meet informally and do not report to one of the four governing councils or one of the Center Directors (e.g., Mission Integration Forum)
- c. Attachments
 - A - Charters for Langley's four governance councils as outlined in LAPD 1000.1.
 - B - Reporting structures for the remaining Center-level councils, boards, panels, committees, teams, and groups.
- d. Definitions
 - (1) Council – An executive management body brought together to make decisions or give advice regarding Center policy, strategy, planning, goals, and resources.
 - (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 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.
- e. Additions or deletions of councils, boards, panels, committees, teams, and groups defined in the Attachments, or revisions to a council charter are subject to the formal management review and approval requirements. Contact the Langley Management

System (LMS) Management Representative at LaRC-Directives@mail.nasa.gov to submit proposed additions, deletions or charter changes identified in this LAPD.

2. APPLICABILITY

This policy directive is applicable to Langley civil servant employees.

3. AUTHORITY

51 U.S.C. Sec. 20113, National Aeronautics and Space Act

4. APPLICABLE DOCUMENTS

LAPD 1000.1 Langley Governance and Management System

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 the LMS Management Representative 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 May 7, 2019

/s/ Clayton P. Turner April 28, 2023

Center Director

Date

Distribution:

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

ATTACHMENT A: COUNCIL CHARTERS

COUNCIL	Center Executive Council (CEC)
Purpose	<p>The CEC serves as the Center's senior decision-making body. The CEC typically addresses decisions affecting the Center's high-level strategy, governance, organization, budget, operations, and stakeholder management and advises the Center Director on any topic at the Center Director's discretion. For topics dealing with Center business strategy development and execution, the Center Director may extend the CEC to include other senior leaders as defined below.</p>
Council Affiliation	<p>The CEC is the Center's senior decision-making body and highest governing council. All other Center governance councils are subordinate to and align to the CEC. At the top level, these include:</p> <ul style="list-style-type: none"> • Center Management Council (CMC) • Center Leadership Council (CLC) • Executive Safety Council (ESC)
Functions	<p>The CEC addresses decisions affecting the Center's high-level strategy, organization, governance, budget, and stakeholder management; decisions escalated from subordinate bodies; and topics requested at the Center Director's discretion. Specifically, the CEC functions include:</p> <ol style="list-style-type: none"> a. Strategy <ul style="list-style-type: none"> • Develops and approves the Center Strategic Framework. • Develops and assesses Center strategic goals and priorities. • Provides high-level strategic direction on the implementation of the Center's missions. b. Governance, Organization, and Roles <ul style="list-style-type: none"> • Decides the overall structure and alignment of Center governance councils and subordinate bodies. • Creates, monitors, and dissolves subordinate governance bodies under its direct purview. • Approves significant Center-wide reorganizations. • Approves Center work assignments escalated from mission-facing or technical capability cross cutting directorates due to scope or magnitude of impact. c. Budget <ul style="list-style-type: none"> • Provides annual budget guidance. • Decides annual budget issues. • Approves annual budget messaging and integrated budget submission to the Mission Support Directorate. d. Stakeholder Management <ul style="list-style-type: none"> • Approves the Center's external messaging strategy. • Decides issues that will affect Center priorities. • Decides issues that will attract significant media or public scrutiny. • Engages with stakeholders to solicit feedback and identify partnering opportunities. <p>The CEC-Extended shall be convened to discuss topics related to the development and execution of the Center's business strategy.</p>
Membership	<p>The membership of the CEC shall include:</p>

	<ul style="list-style-type: none"> • Center Director (Chair) • Deputy Center Director • Associate Center Director • Associate Center Director, Technical • Office of Director (OD) Chief of Staff – <i>ex officio</i> [CEC Executive] • OD Executive Officer – <i>ex officio</i> <p>The membership of the Extended CEC shall include the CEC members plus:</p> <ul style="list-style-type: none"> • Director, Aeronautics Research Directorate (ARD) • Director, Science Directorate (SD) • Director, Space Technology & Exploration Directorate (STED) • Director, Research Directorate (RD) • Director, Engineering Directorate (ED) • Director, Research Services Directorate (RSD) • Director, Systems Analysis Capability Directorate (SACD) • Center Chief Technologist • Center Chief Scientist • Center Chief Engineer <p>The CEC Chair retains the discretion to expand the attendance at any CEC meeting for any matter.</p>
Meetings	The CEC meets as necessary for emergent, time-critical matters. Meeting agendas and materials should be made available to members in advance of the meeting with sufficient lead time to allow members to review and prepare. The Center Director chairs the CEC. The OD Chief of Staff serves as the CEC Executive and facilitates the planning, assessment, analysis, preparation, and follow-through for all matters considered by the CEC.
Records	The CEC Executive is responsible for appropriate maintenance of CEC records and for appropriate archival of CEC decisions.

COUNCIL	Center Management Council (CMC)
Purpose	The CMC serves as the Center’s senior decision-making body regarding Langley’s program and project implementation and execution, and technical risk management. Chaired by the Deputy Center Director, the CMC baselines and assesses performance of Center projects, programs, and Langley’s integrated mission portfolio to ensure achievement of Langley’s strategic goals.
Council Affiliation	The CMC aligns to the CEC. No subordinate bodies report to the CMC.

Functions	<p>The CMC supports the Deputy Center Director in assessing implementation and execution of Center programs and projects, ensures that Langley maintains a healthy and functioning independent review framework, monitors the health of Center program management capabilities, supports the implementation of Independent Technical Authority, and makes formal recommendations to the Center Director on topics of significant mission risk acceptance. Specifically, the CMC implements the following key functions:</p> <p>a. Center Program and Project Implementation and Execution</p> <ul style="list-style-type: none"> • Reviews and assesses 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"; LMS-CP-6503, "Conducting A Center Management Council (CMC) Review" and other governing documents. • Assesses the readiness of programs and projects to enter formulation and implementation or to proceed with major planned events, such as a confirmation review, shipping of major deliverables, or readiness for flight operations. • Identifies and resolves problems, including those beyond the control of programs and projects. • Facilitates management decisions, actions, and recommendations relative to Center projects. • Monitor Center commitments with regard to planned, needed, and actual costs and workforce. • Identifies systemic Center issues and problems requiring corrective, preventive, or improvement action. • Ensures technical and scientific integrity of work conducted at the Center. • Ensures the Office of Director is informed about significant events and issues, providing sufficient time to formulate strategy and detect and correct global problems. <p>b. Technical Risk Management.</p> <ul style="list-style-type: none"> • Assesses and manages technical risk across the entire Center. • Monitors the health of the Center's program management capabilities and supporting business and systems engineering capabilities. • Ensures the Center maintains and implements a framework for independent review of programs and projects and includes both programmatic authority and technical authority in independent review. • Ensures the Center maintains and implements lower-level reviews (i.e., pre-CMC and Engineering and Project Task Review (EPTR)) that can identify key programmatic and technical issues, risks and concerns for projects and subprojects falling under Langley's programmatic and technical authority to be brought to the CMC's attention. • Supports the capture, communication, and retention of the Center's lessons learned and, at the Chair's discretion, may request Lessons Learned activities for selected major programs, projects, or other activities. • May monitor topics as needed to support the Chief Engineer and Langley Safety and Mission Assurance Office in implementing their Center Technical Authority roles. <p>c. Governance</p> <ul style="list-style-type: none"> • Creates, monitors, and dissolves subordinate Councils, Boards, Panels, or Committees under its purview in order to support implementation of its Charter. • Oversees the development of major policies which may have Center-wide programmatic or technical impact and may decide key issues arising from them.
Membership	<p>The CMC membership shall include:</p> <ul style="list-style-type: none"> • Deputy Center Director (Chair)

	<ul style="list-style-type: none"> • Center Chief Engineer • Director, Safety & Mission Assurance Office (SMAO) • Director, Aeronautics Research Directorate (ARD) • Director, Science Directorate (SD) • Director, Space Technology & Exploration Directorate (STED) • Director, Research Directorate (RD) • Director, Engineering Directorate (ED) • Director, Research Services Directorate (RSD) • Director, Systems Analysis Capability Directorate (SACD) • Director, Office of Chief Financial Officer (OCFO) • Director, Office of Chief Information Officer (OCIO) • Director, Office of Procurement (OP) <p>The chair may invite non-members to the CMC. Invitees are not members but are invited to attend. The Chair may close meetings to invitees at his/her discretion. The Manager of the Project Support Office (PSO) and PP&C Capability Office (PCO) will be invited to regularly occurring CMC meetings and Special CMC meetings to provide input to inform the CMC deliberations and decision making, but they are not voting members. The CMC chair may alter this approach at their discretion.</p>
Meetings	The CMC generally meets monthly for regular sessions and as necessary for emergent, time-critical matters. Meeting agendas and materials should be made available to members in advance of the meeting with sufficient lead time to allow members to review and prepare. Action items that emerge during meetings shall be captured, and formal decisions shall be documented through formal decision memoranda signed by the Chair.
Records	The Chair shall appoint a CMC Executive Secretary that is responsible for appropriate maintenance of CMC records and archival of CMC decisions.

COUNCIL	Center Leadership Council (CLC)
Purpose	The CLC serves as the Center's senior advisory and information sharing body to the Center Director. The CLC advises on issues regarding the Center's capability stewardship (both near-term and long-term), institutional health, and institutional risk management. The CLC is an advisory and informational council rather than a decision-making council.
Council Affiliation	The CLC aligns to the CEC. No subordinate bodies report to the CLC.
Functions	<p>The CLC advises the Center Director on issues of high-level Center impact. The full CLC focuses on Center institutional health and institutional risk management. At the Center Director's direction, the smaller CLC-Core group will be convened to focus on mission-specific business strategy. The full CLC implements the following key functions:</p> <ul style="list-style-type: none"> • Monitors and assesses the operational health of the Center • Ensures adequate sustainment of Center capabilities (workforce and facilities) in support of mission • Reviews topics which support the Office of Director and management of Langley workforce, including shaping skills, culture, and diversity. • Collects, assesses, and reviews institutional risks. • Ensures adequate resources are available for commitments. If adequate resources are not available, informs the CEC of key decisions which need to be made regarding prioritization of resources. <p>The CLC-Core implements the following key functions:</p> <ul style="list-style-type: none"> • Advises on the formulation of business strategies for developing and maintaining both near-term and long-term capabilities (workforce and facilities)
Membership	The CLC membership shall include: <ul style="list-style-type: none"> • Center Director (Chair)

	<ul style="list-style-type: none"> • Deputy Center Director • Associate Center Director • Associate Center Director, Technical • Director, Aeronautics Research Directorate (ARD) • Director, Science Directorate (SD) • Director, Space Technology & Exploration Directorate (STED) • Director, Research Directorate (RD) • Director, Engineering Directorate (ED) • Director, Research Services Directorate (RSD) • Director, Systems Analysis Capability Directorate (SACD) • Director, Center Operations Directorate (COD) • Director, Safety & Mission Assurance Office (SMAO) • Director, Strategic Partnerships Office (SPO) • Director, Office of Procurement (OP) • Langley Chief Counsel, Office of General Counsel (OGC) • Director, Office of Diversity and Equal Opportunity (ODEO) • Director, Human Resources Office (HRO) • Director, Office of Chief Financial Officer (OCFO) • Director, Office of Chief Information Officer (OCIO) • Director, Office of Communications (OCOMM) • Director, Office of STEM Engagement (OSTEM) • Center Chief Engineer • Center Chief Technologist • Center Chief Scientist • Office of Director (OD) Chief of Staff • OD Executive Officer [CLC Executive] <p>The Chair may invite non-members to the CLC. The Chair may close meetings to invitees at his/her discretion.</p>
Meetings	<p>The CLC generally meets twice a month for regular sessions and as necessary for emergent, time-critical matters. The Center Director chairs the CLC. The OD Executive Officer serves as the CLC Executive and facilitates the planning, preparation, and follow-through for all matters considered by the CLC. Meeting agendas and materials should be made available to members in advance of the meeting with sufficient lead time to allow members to review and prepare.</p>
Records	<p>The CLC Executive is responsible for appropriate maintenance and archival of all CLC meeting agendas and materials.</p>

COUNCIL	Executive Safety Council (ESC)
Purpose	<p>The ESC serves as the Center’s senior decision-making body regarding the strategy and oversight for safety, workforce health, and environmental programs. The ESC is chaired by the Center Director.</p>

Council Affiliation	<p>The ESC aligns to the CEC.</p> <p>The following subordinate bodies report to and provide recommendations or advice to the ESC:</p> <ul style="list-style-type: none"> • Aviation Safety Working Group • Electrical Systems Committee • Ionizing Radiation Committee • Labor/Management Safety and Health Advisory Committee • Lifting Device and Equipment Committee • Non-Ionizing Radiation Committee • Potentially Hazardous Materials Committee • Wind Tunnel Model Systems Committee <p>Charters for each of these committees and groups will be maintained by SMAO.</p>
Functions	<p>The ESC supports the Center Director in monitoring and assessing Center-wide safety concerns. Specifically, the ESC implements the following key functions:</p> <ul style="list-style-type: none"> • Maintains 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. • Provides direction and devises strategy for Langley's safety, health, and environmental programs. • Monitors program performance and effectiveness, including the activities of ESC committees. • Reviews findings and monitors corrective actions taken as a result of significant external reviews (e.g., Occupational Safety and Health Administration (OSHA) inspections and Headquarter audits) or type B or higher mishaps. • Reviews and monitors mitigations of Langley institutional safety, health, and environmental program risks.
Membership	<p>The ESC membership shall include:</p> <ul style="list-style-type: none"> • Center Director (Chair) • Deputy Center Director • Associate Center Director • Director, Safety & Mission Assurance Office (SMAO) – ESC Executive • Director, Science Directorate (SD) • Director, Research Directorate (RD) • Director, Engineering Directorate (ED) • Director, Research Services Directorate (RSD) • Director, Center Operations Directorate (COD) • Local Workers' Union Representative <p>The Chair may invite non-members to the ESC. The Chair may close meetings to invitees at his/her discretion.</p>
Meetings	<p>The ESC generally meets quarterly for regular sessions and as necessary for emergent, time-critical matters. The Center Director chairs the ESC. The SMAO Director serves as the ESC Executive and facilitates the planning, preparation, and follow-through for all matters considered by the ESC. Meeting agendas and materials should be made available to members in advance of the meeting with sufficient lead time to allow members to review and prepare.</p>
Records	<p>The ESC Executive is responsible for the appropriate maintenance of ESC records and archival of ESC decisions.</p>

ATTACHMENT B: Reporting Structures for remaining Councils, Boards, Panels, Committees, Teams, and Groups

The bodies **below** report directly to the **Deputy Center Director**. Charters for each of these bodies shall be maintained by the organization in parenthesis:

- Chief Engineers Board (OD/**Center** Chief Engineer)
- Engineering Drawing System Committee (OD/**Center** Chief Engineer)
- Program Management Council (OD/Project Support Office)
- Software Engineering Process Group (OD/**Center** Chief Engineer)

The bodies **below** report directly to the **Associate Center Director**. Charters for each of these bodies shall be maintained by the organization in parenthesis:

- Center Revitalization Board (COD)
- DEIA Council (ODEO)
- Employee Resource Group Council (ODEO)
- Employee Suggestion Committee (OD)
- Institutional Risk Review Committee (OCFO)
- Langley Exchange Council (OD)
- Threat Working Group (COD)

The bodies **below** report directly to the **Associate Center Director, Technical**. Charters for each of these bodies shall be maintained by the organization in parenthesis:

- Langley Technology Council (OD/**Center** Chief Technologist)
- Langley Colloquium Committee (OD)
- Langley Lessons Learned and Knowledge Sharing Committee (OD)