



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

Responsible Office: Office of the Director

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 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

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

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, 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 September 14, 2012

Original signed on file 9/22/2014

Stephen Jurczyk Date
Center Director

Distribution:

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ATTACHMENT A-1: COUNCILS

COUNCIL	Center Leadership Council (CLC)	
Reporting To	Director	
Charter	<ul style="list-style-type: none"> • Highest Center-level governing body • Enables and monitors operational health of the Center • Ensures adequate resources are available for commitments • Acts as decision authority with regard to resource conflicts • Assesses and authorizes new business opportunities • Decides on significant bid and proposal activities • Assesses new partnerships • Defines Center strategies in support of Agency Strategic Goals • Reviews and enables progress in achieving Center Strategic Objectives and Annual Initiatives • Ensures ongoing development of Center capabilities (workforce and facilities) in support of mission 	
Attendees	<u>Chair:</u> Center Director	<u>Executive Secretary:</u> Lead Executive Assistant, Office of Director (OD)
	<u>Core Members:</u> - Center Director - Deputy Center Director - Associate Center Director - OD Chief of Staff - OD Executive Officer - Chief Scientist - Chief Technologist - Chief Engineer - All Directors <u>Optional Attendees:</u> Deputy Directors (as observers) <u>Substitutes:</u> Organization Directors can select informed/empowered substitutes <u>Executive Session:</u> Core Members or their substitutes	
Meeting Frequency	First, second, and fourth Mondays of each month (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	May 2015	

COUNCIL	Center Management Council (CMC)	
Reporting To	Director	
Charter	<p>The CMC has primary responsibility for evaluating the cost, schedule, and technical content and assessing performance of Center projects to assure Langley is meeting its commitments. The Council meets:</p> <ul style="list-style-type: none"> • To provide a forum for LaRC management to review and assess project progress, status, issues, and appropriate compliance with NPR 7120.5, "NASA Space Flight Program and Project Management Requirements"; NPR 7120.7, "NASA Information Technology and Institutional Infrastructure Program and Project Management Requirements"; NPR 7120.8, "NASA Research and Technology Program and Project Management Requirements"; and other governing documents. • To identify and resolve problems, including those beyond the control of programs and projects. • 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 the Center. • To report findings and recommendations to governing PMCs as appropriate. • To concur on project planning and implementation. • To identify systemic Center issues and problems requiring corrective, preventive, or improvement action. 	
Attendees	<u>Chair</u> : Deputy Center Director	<u>Executive Secretary</u> : Executive Assistant, Office of Director
	<u>Members</u> : All members of the Center Leadership Council (CLC)	
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	

COUNCIL	Executive Resources, Awards, and Recognition Council (ERARC)	
Reporting To	Director	
Charter	<p>Responsible for selection of Center candidates for Agency sponsored programs such as Agency Leadership Development Programs, Senior Executive Service Candidate Development Program (SESCDP), and HQ Details; Langley-sponsored Brookings Institute Courses, Office of Personnel Management courses, and Federal Executive Institute (FEI) courses. The Council also makes final decisions on special programs, such as the Agency Women @NASA nominations. The ERARC is 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 decisions on Agency and Center awards, to include the Center's Honor Awards nominations, as well as Quality Step Increases (QSIs).</p>	
Attendees	<p><u>Chair</u>: Associate Director <u>Secretary</u>: Collaboration and Talent Development Branch, OHCM</p> <p><u>Voting Members</u>:</p> <ul style="list-style-type: none"> - Associate Director - Director, Office of Human Capital Management - Director, Office of Equal Opportunity Programs - Director, Office of Chief Counsel - Director, Research Directorate - Director, Engineering Directorate - Director, Office of Strategic Analysis, Communications and Business Development <p>One Rotating Member from:</p> <ul style="list-style-type: none"> - Science Directorate - Systems Analysis and Concepts Directorate <p>One Rotating Member from:</p> <ul style="list-style-type: none"> - Space Technology and Exploration Directorate - Aeronautics Research Directorate - Flight Projects Directorate <p>One Rotating Member from:</p> <ul style="list-style-type: none"> - Center Operations Directorate - Safety and Mission Assurance Office - Research Services <p>One Rotating Member from:</p> <ul style="list-style-type: none"> - Office of Procurement - Office of Chief Financial Officer - Office of Chief Information Officer 	
Meeting Frequency	As needed	
Minutes Requirement	No minutes required. Decisions are recorded.	
Minutes Responsibility	OHCM representative	
Last Updated	June 2014	

COUNCIL	Executive Safety Council	
Reporting To	Director	
Charter	<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 LaRC’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., OSHA inspection and HQ Audits) or type B or higher mishaps. • Reviews and monitors mitigations of LaRC institutional safety, health, and environmental program risks. • Sets yearly goals and strategic actions for the performance and improvement of LaRC’s safety and health programs. 	
Attendees	<u>Chair:</u> Director	<u>Secretary:</u> SMAO Director
	<u>Members:</u> <ul style="list-style-type: none"> - 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 Chief Information Officer - Representative, American Federation of Government Employees, Local 1923 <u>Ex-officio and Non-Voting Members:</u> <ul style="list-style-type: none"> - CMOE Contract Manager - TEAMS II Contract Manager - SSAI Contract Manager - Safety support Contract Manager - Security Contract Manager - Representative from the health support contract <u>Other Participants:</u> Key contractor and government safety personnel and other members of the CLC are invited to meetings, as determined appropriate by the Secretary	
Meeting Frequency	Quarterly or as called by the Chair as necessary	
Minutes Requirement	Copies to be provided to members, meeting participants, Director, and NASA HQ	
Minutes Responsibility	Board Secretary	
Last Updated	July 2014	

COUNCIL	Langley Exchange Council	
Reporting To	Director	
Charter	<ul style="list-style-type: none"> • Operates under LAPD 9050.9, "NASA Langley Research Center (LaRC) Exchange Council Activities." • Oversees Exchange activities, which contribute to the efficiency, welfare, and morale of Langley Research Center personnel consistent with provisions of NPD 9050.6, "NASA Exchange and Morale Support Activities." 	
Attendees	<u>Chair:</u> Deputy Director, Office of Human Capital Management	<u>Secretary:</u> As appointed by Chair
	<u>Voting Members:</u> (appointed by the Director) <ul style="list-style-type: none"> - Damon E. Sheaffer, Treasurer, Officer of Chief Financial Officer - Lisa M. Harvey, Office of Procurement - Cathy H. Mangum, Center Operations Directorate - Grant M. Watson, Safety and Mission Assurance Office - Edward H. Glaessgen, Research Directorate <u>Ex-officio Members</u> (technical advisors, non-voting): <ul style="list-style-type: none"> - Kenneth H. Goetzke and Mona C. Williams, Office of Chief Counsel - James R. Carson, Office of Chief Financial Officer <u>Exchange Operations:</u> <ul style="list-style-type: none"> - 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	June 2014	

COUNCIL	Langley Technology Council (LTC)	
Reporting To	Office of Director (OD)	
Charter	<p>The LTC:</p> <ul style="list-style-type: none"> • 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 including research investments which may precede technology projects • Advises on current and future research and technology efforts to the Center's leadership, to Langley organizations, and to individual innovators • Provides technology intelligence (Actionable Knowledge) • Coordinates communication of technological advances of areas of interest to Langley research, science, and technology endeavors. • Assists the CLC in fulfilling its oversight responsibility for the technology investments (Portfolio) of NASA Langley Research Center (LaRC). • Is responsible for formulating the Innovative Research and Development (IR&D) investment policies of Langley, subject to approval by the CLC, and establishing investment guidelines in furtherance of those policies. These policies and guidelines shall be maintained by the LTC in Langley's Strategic Technology Investment Plan (STIP). • Develops the IRAD investment Portfolio and monitors its progress in meeting performance objectives over time. 	
Attendees	<u>Chair</u> : Center Chief Technologist	<u>Secretary</u> : OD Executive Assistant
	<p><u>Members</u>:</p> <ul style="list-style-type: none"> - Center Chief Technologist (Chair) - Center Chief Scientist - Center Chief Engineer - Product Line Lead for Advanced Materials & Structural Systems - Product Line Lead for Aerosciences - Product Line Lead for Atmospheric Characterization - Product Line Lead for Entry, Descent & Landing - Product Line Lead for Intelligent Flight Systems - Product Line Lead for Measurement Systems - Product Line Lead for Systems Analysis and Concepts 	
Meeting Frequency	The LTC shall hold regular monthly meetings and 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	June 2014	

ATTACHMENT A-2: BOARDS

BOARD	Airworthiness and Safety Review Board (ASRB)	
Reporting To	Executive Safety Council	
Charter	Ensure 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	<u>Chair</u> : Brenton Weathered <u>Vice Chair</u> : John Koelling	<u>Secretary</u> : James Comstock <u>Executive Sponsor</u> : Grant Watson
	<p><u>Members</u>:</p> <ul style="list-style-type: none"> - Range Safety Officer - Aviation Safety Officer - Head, Mission Assurance Branch (MAB), SMAO, or designee from MAB <p>The Chair 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:</p> <ul style="list-style-type: none"> - Engineering Directorate - Research Directorate - Research Service Directorate <p>The Chair and Vice Chair shall be appointed by the Center Director.</p> <p>All membership changes (additions and removals) shall be initiated by the Chair and approved by the Director, SMAO, and the Directors of organizations with employees affected by the change. Prior to requesting approvals from Directors, the Chair 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.</p> <p>(For a full list of members, visit https://safety.larc.nasa.gov)</p>	
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	June 2014	

Board	Center Revitalization Board	
Reporting To	Office of Director	
Charter	<ul style="list-style-type: none"> 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 Revitalization and CoF planning, Space utilization and logistics management. Provide Strategic input and decisions on Center-Wide investment initiatives geared toward maintenance and infrastructure improvements. <p>Will be assisted by the Asset Management Board, Facility Utilization Officer, and Head of Logistics</p>	
Attendees	<u>Chair</u> : Director, COD	<u>Deputy Chair(s)</u> : Deputy Director, COD, or Deputy for Revitalization, COD
	<p><u>Members or designees</u>: 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 Director, Research Services Directorate</p> <p><u>Non-Voting Attendees</u>: 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</p>	
Meeting Frequency	Monthly	
Minutes Requirement	After every meeting; records maintained by COD	
Minutes Responsibility	Dione Newman	
Last Updated	June 2014	

BOARD	Chief Engineers' Board	
Reporting To	Center Management Council (CMC)	
Charter	<p>The CEB is primarily responsible, within the Agency framework of Technical Authority, for evaluating the technical content and performance of Center projects to assure Langley is meeting its commitments consistent with applicable agency and Center procedures.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Ensures technical authority is properly implemented at the Center. • Identifies Center systemic technical issues requiring corrective, preventative, or improvement action. • Reviews, establishes, and guides implementation of standards and requirements. • Reviews programs/projects to assess project technical progress, status, issues or problems, including 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"; NPR 7150.2, "NASA Software Engineering Requirements," and applicable Center documents) • Assesses 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.) • Assures CMC is informed of significant events and issues, thus facilitating management decisions, actions, and recommendations relative to Center projects. • Sponsors the Software Engineering Process Group (SEPG) by: <ul style="list-style-type: none"> - Providing resources and guidance to the SEPG. - Reviewing SEPG plans and recommendations and ensuring implementation of those that are approved. 	
Attendees	<u>Chair</u> : Center Chief Engineer	<u>Vice Chair</u> : Deputy Center Chief Engineer
	<p><u>Core Members</u>:</p> <ul style="list-style-type: none"> - 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 <p><u>Ex-Officio Members</u>: (non-voting)</p> <ul style="list-style-type: none"> - NESC LaRC Chief Engineer - Director, Safety & Mission Assurance Office 	
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	June 2014	

BOARD	Information Technology Steering Board (ITSB)	
Reporting To	Chief Information Officer (CIO)	
Charter	<p>The IT Steering Board (ITSB) is NASA Langley's top-level strategic body with regard to information technology and information management strategy, governance, and communication.</p> <p>The ITSB will:</p> <ul style="list-style-type: none"> • 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. • Facilitate the communication of IT strategy and decisions at the Center. • Ensure alignment of IT with mission and business priorities while making decisions regarding: <ul style="list-style-type: none"> - Establishing IT strategy and policy - Prioritizing IT spending (hardware, software, labor) - Monitoring progress of approved IT investments - Evaluating effectiveness of steady-state IT systems and applications 	
Attendees	<u>Chair:</u> Jeff Seaton, Chief Information Officer	<u>Executive Secretary:</u> OCIO Project Management Office (PMO)
	<u>Members:</u> Chair: Chief Information Officer Designee Senior-level representation (Director or Deputy Director) from the following organizations: <ul style="list-style-type: none"> - Earth System Science Pathfinder Program Office (A5) - Game Changing Development Program Office (A3) - Science Office for Mission Assessments (A1) - Office of Strategic Analysis, Communications, and Business Development (H1) - NASA Engineering and Safety Center (C1) - Aeronautics Research Directorate (E1) - Research Directorate (D3) - Research Services Directorate (D1) - Systems Analysis and Concepts Directorate (E4) - Engineering Directorate (D2) - Science Directorate (E3) - Center Operations Directorate (D4) - Office of Chief Financial Officer (B6) - Space Technology and Exploration Directorate (E5) - Flight Projects Directorate (E6) - Safety and Mission Assurance Office (C2) - Langley's Customer Advisory Council member 	
Meeting Frequency	Quarterly or as needed (more frequently if deemed necessary by the Chair)	
Minutes Requirement	Minutes, including Action Items shall be recorded by the PMO	
Minutes Responsibility	Minutes maintained for Council reference by the PMO	
Last Updated	June 2014	

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	<u>Chair</u> : Tom Popernack <u>Vice Chair</u> : Brian Baxley	<u>Secretary</u> : Laura Northern <u>Executive Sponsor</u> : SMAO Director
	<p><u>Members</u>: The Chair shall select members to ensure representation from the following technical disciplines: facilities engineer, crew systems research, research pilot, industrial hygiene, medical doctor. There shall also be a non-NASA affiliated member. At a minimum, there shall be a representative from the following organizations:</p> <ul style="list-style-type: none"> - 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 <p>The Chair and Co-Chair will be appointed by the Center Director.</p> <p>All membership changes (additions and removals) shall be initiated by the Chair and approved by the Director, SMAO, and other Directors of organizations with employees affected by the change. Prior to requesting approvals from Directors, the Chair 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.</p> <p>(For a full list of members, visit https://safety.larc.nasa.gov)</p>	
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	July 2014	

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

BOARD	Property Survey Board	
Reporting To	Center 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, "Equipment Management"), and sensitive times with a value of \$500 or more.	
Attendees	<u>Chair</u> : Cody P. Flowers	<u>Secretary</u> : Candy Evans
	<p><u>Voting Members</u>: The Board will consist of six voting members in addition to Property Survey Officer and the Chair. Members will be appointed by LaRC Directors from RD, ED, SD, ARD, RSD, COD and OCIO.</p> <p><u>Ex-Officio and Non-Voting Members</u>: 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</p>	
Meeting Frequency	At least annually and as needed	
Minutes Requirement	Minutes are required for each meeting	
Minutes Responsibility	Equipment Manager	
Last Updated	June 2014	

BOARD	Software Change Control Board (SCCB)	
Reporting To	Center Operations Directorate	
Charter	<p>The SCCB is the governing body for configuration management policy and guidance affecting changes to the information systems in the Center Operations Directorate. Its primary responsibilities include:</p> <ul style="list-style-type: none"> • Managing configuration management operations. • Reviewing and approving change requests and the configuration management process. • Ensuring proposed changes do not adversely affect external systems, subsystems, facilities, software, or services. • Maintaining security requirements and security impact assessments. • Establishing system baselines and authorizing changes to applications. 	
<u>Attendees</u>	<u>Chair</u> : Debbie Garrett Cook	<u>Secretary</u> : CCB Analyst
	<u>Members</u> : <ul style="list-style-type: none"> - Chair/Configuration Managers - CCB Analyst - Computer Security Official for D4 - Deputy COTR for IT - MCCB Representative - Subject Matter Experts (SMEs) for: <ul style="list-style-type: none"> - 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	June 2014	

BOARD	Systems Operations & Field Research Activities Board (SOFRAB)	
Reporting To	Executive Safety Council	
Charter	Ensure that appropriate reviews are conducted for minor facility modifications and equipment not scheduled for review by the CoF project review system and for Field Research Activities that are funded, managed, or conducted by LaRC.	
Attendees	Chair: Jose Caraballo Co-Chair: Jim Osborn	Secretary: Laura Northern Executive Sponsor: SMAO Director
	<p>Members: A representative from the following organizations:</p> <ul style="list-style-type: none"> - Research Services Directorate - Research Directorate - Science Directorate - Engineering Directorate - Center Operations Directorate - Safety & Mission Assurance <p>The Chair may appoint temporary members to the SOFRAB if the activity being reviewed requires additional expertise and experience not already residing on the Board. All membership changes (additions and removals) shall be initiated by the Chair and approved by the Director, SMAO, and other Directors of organizations with employees affected by the change. Prior to requesting approvals from Directors, the Chair 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.</p> <p>(For a full list of members, visit https://safety.larc.nasa.gov)</p>	
Meeting Frequency	Special meetings as necessary to accommodate project schedules.	
Minutes Requirement	Copies provided to Chair and each meeting attendee and kept electronically on the CMOE Virtual Library.	
Minutes Responsibility	SOFRAB Secretary	
Last Updated	June 2014	

BOARD	Workforce Management Board – Mission Support Group	
Reporting To	Office of Director	
Charter	<ul style="list-style-type: none"> • Establishes Civil Service hiring (student, external permanent) priorities for the group • Manages FTE Complement within group • Recommends changes to Complement Ceiling level • Develops strategies for more effective/efficient utilization of WF across the group • Develops listing key strategic assignments 	
Attendees	Chair: OHCM, Head, WF Planning, Policy, Analysis and Management Office	Secretary: N/A
	<u>Voting Members or Designees:</u> – Mission Support Org. (OCC, OEOP, OHCM, COD, OCFO, SMAO, OP, OCIO) – Director or Designee <u>Non-Voting attendees, as needed:</u> – Center Deputy Director – Center Associate Director – Charlotte Cannon-OHCM Complement Management Lead	
Meeting Frequency	Quarterly, or sooner if needed	
Minutes Requirement	After each meeting, only decisions or key issues, OHCM maintained	
Minutes Responsibility	OHCM	
Last Updated	June 2014	

BOARD	Workforce Management Board – Product Unit Directorate/ Core Resources Unit Directorate (PUD/CRUD) Group	
Reporting To	Office of Director	
Charter	<ul style="list-style-type: none"> • Establishes Civil Service hiring (student, external permanent) priorities for the group • Manages FTE Complement within group • Recommends changes to Complement Ceiling level • Develops strategies for more effective/efficient utilization of WF across the group • Develops listing key strategic assignments 	
Attendees	Chair: OHCM, Head, WF Planning, Policy, Analysis and Management Office	Secretary: N/A
	<u>Voting Members or Designees:</u> – PUD/CRUD Organizations (STED, ARD, FPD, SD, RSD, SACD, RD, ED) – Director or Designee <u>Non-Voting attendees, as needed:</u> – Center Deputy Director – Center Associate Director – Charlotte Cannon-OHCM Complement Management Lead	
Meeting Frequency	Quarterly, or sooner if needed	
Minutes Requirement	After each meeting, only decisions or key issues, OHCM maintained	
Minutes Responsibility	OHCM	
Last Updated	June 2014	

ATTACHMENT A-3: PANELS

PANEL	Administrative Professional of the Year Awards Panel		
Reporting To	ERARC		
Charter	Panel convenes to review and prioritize the Center's Administrative Professional award nominations and provide their recommendations to the ERARC. The ERARC will approve the Center nomination		
Attendees	<u>Chair</u> : OHCM Director	<u>Deputy Chair</u> : if applicable	<u>Secretary</u> : N/A
	<u>Members</u> : Members representative of Center population		
Meeting Frequency	Annually		
Minutes Requirement	None		
Minutes Responsibility	N/A		
Last Updated	June 2014		

PANEL	Innovation Assessment Panel		
Reporting To	Chief Technologist within the Office of Director		
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: <ul style="list-style-type: none"> • Promoting innovation and invention throughout the Center. • Identifying and capturing innovations and inventions. • Protecting innovations and inventions. • Leveraging innovations for the benefit of the public and the economy. • Rewarding innovators. • Educating stakeholders and the public about the importance and value of Langley innovations and inventions. 		
Attendees	<u>Chair</u> : Kathy Dezern	<u>Secretary</u> : Kathy Dezern	
	<u>Other Attendees</u> : Participation varies dependent upon agenda topics		
Meeting Frequency	Monthly or as needed for special purpose reviews		
Minutes Requirement	Minutes, including Action Items, shall be recorded by the Secretary		
Minutes Responsibility	Minutes maintained for Panel reference by the Secretary		
Last Updated	June 2014		

PANEL	Langley Honor Awards Panel		
Reporting To	ERARC		
Charter	Panel convenes to review and prioritize the Center's honor award nominations and present 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 Management	Secretary: none	
	Members: Members representative of Center population		
Meeting Frequency	Annually		
Minutes Requirement	Not required		
Minutes Responsibility	N/A		
Last Updated	April 2009		

PANEL	Technician of the Year Awards Panel		
Reporting To	ERARC		
Charter	Panel convenes to review and prioritize the Center's Technician of the Year award nominations and provide their recommendations to the ERARC. The ERARC will approve the Center nomination.		
Attendees	Chair: Selected from pool of Panel Members	Deputy Chair: if applicable	Secretary: N/A
	Members: Members representative of Center population.		
Meeting Frequency	Annually		
Minutes Requirement	None		
Minutes Responsibility	N/A		
Last Updated	June 2014		

ATTACHMENT A-4: COMMITTEES

COMMITTEE	Automated External Defibrillator (AED) Control Committee	
Reporting To	Director, Safety and Mission Assurance Office	
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 NPR 1800.1, "NASA Occupational Health Program Procedures."	
Attendees	<u>Chair</u> : Chief Medical Doctor	<u>Secretary</u> : AED Coordinator
	<u>Members</u> : - AED Medical Director (AED-MD) - AED Coordinator (AED-C) - Occupational Health Officer, Safety and Mission Assurance Office - 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	June 2014	

COMMITTEE	Electrical Systems Committee (ESC)	
Reporting To	Executive Safety Council	
Charter	<ul style="list-style-type: none"> • Conduct reviews and provide guidance on electrical safety and activities, such as grounding systems, ground support electrical power systems, and control systems. • Recommend requirements, standards, and procedures for systems designed to use, store, confine, or distribute significant levels of electrical energy. • Investigate and recommend corrective action for major electrical systems faults. • Maintain an overview of developments in electrical safety. • Provide electrical systems information for the LaRC Safety Manual; namely, LPR 1710.6, "Electrical Safety," and LPR 1710.10, "Langley Research Center Energy Control Program (Lockout/Tagout)." 	
Attendees	<p><u>Chair</u>: John T. Inge <u>Vice Chair</u>: Christina Guldin</p>	<p><u>Secretary</u>: Carl Horne <u>Executive Sponsor</u>: COD Director</p>
	<p><u>Members</u>: The Chair 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:</p> <ul style="list-style-type: none"> - Safety and Facility Assurance Branch, SMAO - Center Operations Directorate - Engineering Directorate - Research Directorate <p>Other members include electrical representative from all ground-based work being performed on Center, maintenance and Facility Safety Heads.</p> <p>The Chair and Co-Chair shall be appointed by the Center Director.</p> <p>All membership changes (additions and removals) shall be initiated by the Chair and approved by the Director, SMAO, and other Directors of organizations with employees affected by the change. Prior to requesting approvals from Directors, the Chair 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.</p> <p>(For a full list of members, visit https://safety.larc.nasa.gov)</p>	
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	June 2014	

COMMITTEE	Engineering Drawing System Committee	
Reporting To	Office of the Director	
Charter	To provide Centerwide uniform drafting requirements and drawing files.	
Attendees	<u>Chair</u> : Robin Tutterow	<u>Secretary</u> : None
	<u>Members</u> : - 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	

COMMITTEE	Environmental Management Committee (EMC)	
Reporting To	Center Leadership 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, "NASA Environmental Management System." 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	<u>Chair</u> : Kristen Poultney <u>Co-Chair</u> : Andrea Finley	<u>Secretary</u> : Ingrid Carlberg <u>Management Sponsor</u> : Associate Center Director
	<p><u>Members</u>:</p> <p>At least one (1) representative from the following organizations:</p> <ul style="list-style-type: none"> - Safety and Facility Assurance Branch, SMAO - Center Operations Directorate - Office of Strategic Analysis, Communications, and Business Development - Office of Chief Counsel - CMOE Contractor - Office of Procurement - Logistics Management Branch, COD - Engineering Directorate - Research Services Directorate - Research Directorate - Science Directorate <p>The Chair and Co-Chair shall be appointed by the Center Director.</p> <p>All membership changes (additions and removals) shall be initiated by the Chair and approved by the Director and other Directors of organizations with employees affected by the change. Prior to requesting approvals from Directors, the Chair shall coordinate with the immediate supervisor of the employees affected by the change. Changes shall be presented to the Center Leadership Council for informational purposes.</p> <p>(For a full list of members, visit http://emis/EMS/Committee_files/Environmental%20Management%20Committee.docx (or http://emis.ndc.nasa.gov/EMS/Committee_files/Environmental%20Management%20Committee.docx))</p>	
Meeting Frequency	Up to four (4) times a year	
Minutes Requirement	Electronic copies provided to members and posted on the LaRC EMS Web site	
Minutes Responsibility	EMC Secretary	
Last Updated	July 2014	

COMMITTEE	Employee Safety Leadership Committee (ESLC)	
Reporting To	Executive Safety Council	
Charter	<ul style="list-style-type: none"> • Work with Langley Safety Office to identify safety and health issues and address them in a constructive manner that supports the needs of the Center. • Provide a forum for employee involvement in developing and enhancing Langley's safety and health programs. • Actively promote employee involvement in safety and health and foster general safety and health awareness. • Promote continuous improvement of Langley's safety and health culture. 	
Attendees	<u>Chair:</u> Grant Watson <u>Vice Chair:</u> Allen Kilgore	<u>Secretary:</u> Laura Northern <u>Executive Sponsor:</u> Office of Director Representative
	<p><u>Members:</u></p> <ul style="list-style-type: none"> - Head, Safety and Facility Assurance Branch, Safety and Mission Assurance Office (SMAO) - Representative from AFGE Local 1923 appointed by the Union Vice President - Center Operations Directorate, Lead Safety Engineer - Research Directorate, Lead Safety Engineer - Engineering Directorate, Associate Director for Labs and Facilities - OHCM Organizational Development specialist <p>The Chair shall select additional members of the committee to ensure representation from a cross-section of Langley organizations to ensure diverse perspectives of safety and health.</p> <p>All membership changes (additions and removals) shall be initiated by the Chair and approved by the Director, SMAO, and other Directors of organizations with employees affected by the change. Prior to requesting approvals from Directors, the Chair 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.</p> <p>(For a full list of members, visit https://safety.larc.nasa.gov)</p>	
Meeting Frequency	Quarterly or as needed	
Minutes Requirement	Electronic copies maintained by ESLC Secretary	
Minutes Responsibility	ESLC Secretary	
Last Updated	June 2014	

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	<u>Chair</u> : Vacant	<u>Secretary</u> : Assigned by OHCM
	<u>Members</u> : - Charles A. Poupard - Cynthia W. Dea - Robin K. Land - Venita O. Robinson - Wesley L. Goodman - Dana P. Hammond - Alan W. Henderson - C. Michael Holloway - Jennifer P. Keyes - Marshall Rouse - Sherri L. Yokum - Human Resources Staffing & Classification Branch Representative - AFGE Representative	
Meeting Frequency	When the Chair deems necessary	
Minutes Requirement	Original to files	
Minutes Responsibility	Secretary	
Last Updated	July 2014	

COMMITTEE	Facility Configuration Management Committee (FCMC)	
Reporting To	Executive Safety Council	
Charter	<p>The CM committee shall establish the overall philosophy for Langley's Facility Configuration Management (FCM) program and provide the implementing organization guidance for developing, implementing, reviewing, and changing the Center's FCM program and requirements. The CM committee's function is to promote the communication and cooperation necessary between the appropriate organizations to develop a more effective CM Program.</p> <p>Note: This committee shall be considered a sunset committee with a life of no more than approximately 5 years.</p>	
Attendees	<p><u>Chair</u>: Roger Wagner <u>Vice Chair</u>: Joseph Patterson</p>	<p><u>Secretary</u>: Laura Northern <u>Executive Sponsor</u>: SMAO Director</p>
	<p><u>Members</u>:</p> <ul style="list-style-type: none"> - Center Operations Directorate - Engineering Directorate - Research Directorate - Safety and Facility Assurance Branch, SMAO <p>The Chair shall select additional members from facilities or contract personnel with configuration management experience, as required.</p> <p>All membership changes (additions and removals) shall be initiated by the Chair and approved by the Director, SMAO, and other Directors of organizations with employees affected by the change. Prior to requesting approvals from Directors, the Chair 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.</p>	
Meeting Frequency	Quarterly or as needed	
Minutes Requirement	Electronic copies maintained by Secretary	
Minutes Responsibility	FCMC Secretary	
Last Updated	June 2014	

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	<u>Chair</u> : As elected by FWPC membership each year <u>Secretary</u> : Vacant
	<p><u>Members</u>: Representatives shall be drawn from all organizational levels to reflect the diversity of the Center, at a ratio of 1 representative to 150 employees.</p> <p>Representatives shall be appointed via letter signed by their program director for a 3-year term and may be reappointed.</p> <p>The FWPM is ex-officio member.</p> <p>A chair, vice chair, secretary, and co-secretary shall be selected by the membership of the FWPC for a 1-year term.</p>
Meeting Frequency	Monthly
Minutes Requirement	Minutes to be distributed to all members
Minutes Responsibility	Secretary
Last Updated	August 2012

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	<u>Chair</u> : Ingrid Carlberg <u>Co-Chair</u> : Karen Taminger	<u>Secretary</u> : Ingrid Carlberg <u>Executive Sponsor</u> : SMAO Director
	<p><u>Members</u>: Radiation Safety Officer, Safety and Mission Assurance Office (SMAO)</p> <p>The Chair shall select additional members as required. At a minimum, there shall be at least one (1) representative from the following organizations:</p> <ul style="list-style-type: none"> - Advanced Materials and Processing Branch, Research Directorate (RD) - Durability, Damage Tolerance, and Reliability Branch, RD - Structures Experiments Branch, RD - Safety and Facility Assurance Branch, SMAO - Environmental Management Branch, Center Operations Directorate (COD) <p>The Chair and Co-Chair shall be appointed by the Center Director.</p> <p>All membership changes (additions and removals) shall be initiated by the Chair and approved by the Director, SMAO, and other Directors of organizations with employees affected by the change. Prior to requesting approvals from Directors, the Chair 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.</p> <p>(For a full list of members, visit https://safety.larc.nasa.gov)</p>	
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	June 2014	

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	<u>Chair</u> : John A. Greco <u>Co-Chair</u> : John Warren	<u>Secretary</u> : Labor Relations Officer <u>Executive Sponsor</u> : SMAO Director
	<p><u>Members</u>:</p> <ul style="list-style-type: none"> - 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) <p>The Chair shall select additional members of the group as required.</p> <p>All membership changes (additions and removals) shall be initiated by the Chair and approved by the Director, SMAO, and other Directors of organizations with employees affected by the change. Prior to requesting approvals from Directors, the Chair 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.</p> <p>(For a full list of members, visit https://safety.larc.nasa.gov)</p>	
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	Labor Relations Officer	
Last Updated	August 2012	

COMMITTEE	Langley Chapter, NASA Employees' Benefit Association (NEBA) Committee		
Reporting To	Director		
Charter	NPC 3871.1		
Attendees	<u>President</u> : James Carson	<u>Vice President</u> : Joan Whitley	<u>Secretary-Treasurer</u> : vacant
	<u>Members</u> :		
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, Office of Strategic Analysis Communications and Business Development (OSACB)	
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: Julie Williams-Byrd	Records Secretary: Chad Stephens
	<u>Members</u> : Volunteer representatives across Center, up to 18	
Meeting Frequency	Monthly	
Minutes Requirement	Minutes to be distributed to all members	
Minutes Responsibility	Records Secretary retains all minutes	
Last Updated	June 2014	

COMMITTEE	Langley 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, "Knowledge Policy on Programs and Projects," and LPR 7120.6, "Lessons Learned Process for Sustained Process Improvements."	
Attendees	<u>Chair</u> : Rotations will be assigned by the LaRC Chief Engineer after consideration of recommendations provided by the committee membership	<u>Secretary</u> : As appointed by Chair
	<p><u>Deputy Chair</u>: Assigned by the LaRC Chief Engineer after consideration of recommendations provided by the committee membership. (term in office coincides with term of Committee Chairman)</p> <p><u>Core Members</u>: (each member organization may also appoint an alternate representative)</p> <ul style="list-style-type: none"> - 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) - Representative of the NASA Engineering and Safety Center - Lessons Learned Center Data Manager <p><u>Non-Core Members</u> (each non-core member organization may also appoint an alternate representative) may be selected by the LaRC Chief Engineer from other organizations that reside at LaRC (e.g., program offices). The list of non-core member organizations is reviewed at least annually by the LaRC Chief Engineer. Updates are communicated to the Chair and the Lessons Learned Center Data Manager.</p> <p><u>Other Non-Member Attendees</u>: 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.</p>	
Meeting Frequency	Quarterly or as called by the Chair	
Minutes Requirement	No minutes required; decisions are recorded by the Secretary and stored on NX under Lessons Learned folder: https://nx.larc.nasa.gov/dsweb/View/Collection-80836	
Minutes Responsibility	N/A	
Last Updated	August 2016	

COMMITTEE	Lifting Device and Equipment Committee (LDEC)	
Reporting To	Executive Safety Council	
Charter	<ul style="list-style-type: none"> • 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	<u>Chair:</u> Larry Snyder <u>Co-Chair:</u> Jimmy Waters	<u>Secretary:</u> Thomas Popernack <u>Executive Sponsor:</u> COD Director
	<p><u>Members:</u> Langley Maintenance Manager</p> <p>The Chair shall select additional members of the group as required. At a minimum, there shall be at least one (1) representative from the following organizations:</p> <ul style="list-style-type: none"> - Safety and Facility Assurance Branch, Safety and Mission Assurance Office (SMAO) - Center Operations Directorate - Research Service Directorate - Research Directorate - Engineering Directorate <p><u>Ex-Officio Members</u> (non-voting):</p> <ul style="list-style-type: none"> - CMOE Lead Rigger - CMOE Rigging Scheduler - CMOE Crane Operator - Crane Safety Training Contractor <p>The Chair and Co-Chair shall be appointed by the Center Director.</p> <p>All membership changes (additions and removals) shall be initiated by the Chair and approved by the Director, SMAO, and other Directors of organizations with employees affected by the change. Prior to requesting approvals from Directors, the Chair 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.</p> <p>(For a full list of members, visit https://safety.larc.nasa.gov)</p>	
Meeting Frequency	Quarterly or as needed	
Minutes Requirement	Copies provided to Chair and each attendee and filed electronically on the ROME Virtual Library	
Minutes Responsibility	Chair	
Last Updated	June 2014	

COMMITTEE	Non-Ionizing Radiation Committee (NIRC)	
Reporting To	Executive Safety Council	
Charter	<ul style="list-style-type: none"> • 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	<u>Chair:</u> Jennifer Inman <u>Co-Chair:</u> Byron Meadows	<u>Secretary:</u> Bruce Barnes <u>Executive Sponsor:</u> ED Director
	<p><u>Members:</u></p> <ul style="list-style-type: none"> - Industrial Hygienist (IH), Safety and Facility Assurance Branch, Safety and Mission Assurance Office (SMAO) - Radiation Safety Office (RSO) <p>The Chair 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.</p> <p>The Chair and Co-Chair shall be appointed by the Center Director.</p> <p>All membership changes (additions and removals) shall be initiated by the Chair and approved by the Director, SMAO, and other Directors of organizations with employees affected by the change. Prior to requesting approvals from Directors, the Chair 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.</p> <p>(For a full list of members, visit https://safety.larc.nasa.gov)</p>	
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	June 2014	

COMMITTEE	Potentially Hazardous Materials Committee (PHMC)	
Reporting To	Executive Safety Council	
Charter	<ul style="list-style-type: none"> • Conduct reviews and provide guidance on safety of activities involving any materials that present a health or physical hazard, including those that are toxic, flammable, corrosive, cryogenic, or asphyxiating. • 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-Hazard Communication Standard." • Oversee activities involving pyrotechnic/propulsion explosive devices and materials. 	
Attendees	<u>Chair:</u> Christopher Wohl <u>Co-Chair:</u> Joseph Smith	<u>Secretary:</u> Representative from Safety Support contract <u>Executive Sponsor:</u> RD Director
<p><u>Members:</u></p> <ul style="list-style-type: none"> - 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 <p>The Chair shall select additional members of the group as required. At a minimum, there shall be at least one (1) representative from the following organizations:</p> <ul style="list-style-type: none"> - 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 <p>The Chair and Co-Chair shall be appointed by the Center Director.</p> <p>All membership changes (additions and removals) shall be initiated by the Chair and approved by the Director, SMAO, and other Directors of organizations with employees affected by the change. Prior to requesting approvals from Directors, the Chair shall coordinate with the immediate supervisors of employees affected by the change. Changes shall be presented at the next Executive Safety Council for informational purposes.</p> <p>(For a full list of members, visit https://safety.larc.nasa.gov)</p>		
Meeting Frequency	At least semiannually	
Minutes Requirement	Copies provided to Chair and each meeting attendee	
Minutes Responsibility	Chair	
Last Updated	June 2014	

COMMITTEE	Pressure Systems Committee (PSC)	
Reporting To	Executive Safety Council	
Charter	<ul style="list-style-type: none"> • Conduct reviews and provide guidance on safety of ground or flight pressure systems using gaseous or fluid media. • Recommend requirements, standards, and procedures for systems designed to use, confine, or distribute pressurized media. • Maintain an overview of developments in the field of pressure systems. • Provide pressure systems information for the LaRC Safety Manual LPR 1710.40, "Langley Research Center Pressure Systems Handbook," and LPR 1710.41, "Langley Research Center Standard for the Evaluation of Socket and Branch Connection Welds." 	
Attendees	<u>Chair:</u> Charles Good <u>Co-Chair:</u> C. T. Moore	<u>Secretary:</u> Vacant <u>Executive Sponsor:</u> COD Director
	<p><u>Members:</u></p> <ul style="list-style-type: none"> - Standard Practice Engineer for Pressure Systems - Standard Practice Engineer for Flight Systems - Standard Practice Engineer for Welding - Pressure Systems RECERT Manager <p>The Chair 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. At a minimum, representatives from the following organizations shall be present:</p> <ul style="list-style-type: none"> - Safety and Facility Assurance Branch, Safety and Mission Assurance Office (SMAO) - Center Operations Directorate - Engineering Directorate - Research Directorate - Component Verification Facility <p>The Chair and Co-Chair shall be appointed by the Center Director.</p> <p>All membership changes (additions and removals) shall be initiated by the Chair and approved by the Director, SMAO, and other Directors of organizations with employees affected by the change. Prior to requesting approvals from Directors, the Chair 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.</p> <p>(For a full list of members, visit https://safety.larc.nasa.gov)</p>	
Meeting Frequency	At least semi-annually	
Minutes Requirement	Copies provided to Chair, Co-Chair, and each meeting attendee and filed electronically on the Pressure Systems Library	
Minutes Responsibility	Chair	
Last Updated	June 2014	

COMMITTEE	Wind Tunnel Model Systems Committee (WTMSC)	
Reporting To	Executive Safety Council	
Charter	<ul style="list-style-type: none"> • Provide oversight of LPR 1710.15, "Wind-Tunnel Model Systems Criteria," which covers procedures and policies associated with models tested in mandatory facilities that reside in different competencies. • Provide a process to integrate new technologies/criteria into LPR 1710.15. • Provide a process to strengthen the policy guide based on experiences and lessons learned from facility mishaps and close calls. • Communicate required changes resulting from facility mishaps and close calls. • Expedite communication between the ESC and LPR 1710.15 users. • Align LPR 1710.15 with other LaRC policy guides. 	
Attendees	<u>Chair:</u> Doug Weber <u>Co-Chair:</u> Vacant	<u>Secretary:</u> Vacant <u>Executive Sponsor:</u> RD Director
<p><u>Members:</u></p> <ul style="list-style-type: none"> - NTF, Facility Safety Head - 14 X 22, Facility Safety Head <p>The Chair shall select additional members of the group to ensure representation from the following technical disciplines:</p> <ul style="list-style-type: none"> - Model design - Model systems - Force balances - Wind-tunnel research <p>At a minimum, the following organizations shall be represented:</p> <ul style="list-style-type: none"> - Safety and Facility Assurance Branch, Safety and Mission Assurance Office (SMAO) - Engineering Directorate - Research Directorate <p>The Chair and Co-Chair shall be appointed by the Center Director.</p> <p>All membership changes (additions and removals) shall be initiated by the Chair and approved by the Director, SMAO, and other Directors of organizations with employees affected by the change. Prior to requesting approvals from Directors, the Chair 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.</p> <p>(For a full list of members, visit https://safety.larc.nasa.gov)</p>		
Meeting Frequency	Annually or as needed	
Minutes Requirement	Copies provided to Chair and each attendee and filed electronically on the ROME Virtual Library	
Minutes Responsibility	Chair	
Last Updated	June 2014	

ATTACHMENT A-5: TEAMS

TEAM	Energy Efficiency Team (EET)	
Reporting To	Center Leadership Council	
Charter	To assist in the planning and implementation of all activities of the energy management program in accordance with NPR 8570.1A, "NASA Energy Management Program." The Energy Efficiency Team is responsible for identifying, prioritizing, and implementing the initiatives in the Center's comprehensive Energy Efficiency Performance Plan. They are also responsible for establishing cross functional communication mechanisms to support energy conservation initiatives.	
Attendees	Chair: Bobby Charles Co-Chair: Alan Henderson	Secretary: Ingrid Carlberg Management Sponsor: Associate Director
	<p><u>Members:</u> At least one (1) representative from the following organizations:</p> <ul style="list-style-type: none"> - Center Operations Directorate (COD) - Strategic Analysis Communications, and Business Development - Office of Chief Counsel - CMOE Contractor - Office of Procurement - Logistics Management Branch, COD - Engineering Directorate - Research Directorate - Office of Chief Financial Officer - Office of Chief Information Officer - Science Directorate <p>The Chair and Co-Chair shall be appointed by the Center Director.</p> <p>All membership changes (additions and removals) shall be initiated by the Chair and approved by the Director and other Directors of organizations with employees affected by the change. Prior to requesting approvals from Directors, the Chair shall coordinate with the immediate supervisor of the employees affected by the change. Changes shall be presented to the Center Leadership Council for informational purposes.</p> <p>(For a full list of members, visit http://emis/effcommittee.cfm (or http://emis.ndc.nasa.gov/effcommittee.cfm))</p>	
Meeting Frequency	Up to four (4) times a year	
Minutes Requirement	Electronic copies provided to members and posted on the LaRC Energy Web site	
Minutes Responsibility	EET Secretary	
Last Updated	July 2014	

TEAM	Space Act Agreements Oversight and Review Team	
Reporting To	Deputy Center Director	
Charter	The Space Act Agreements (SAA) Oversight and Review Team (SORT) provides guidance, oversight, and policy recommendations for the development of Space Act Agreements at Langley to enable an effective and efficient SAA process.	
Attendees	<u>Chair</u> : Sherri Yokum	<u>Secretary</u> : Doree Fitzhugh
	<u>Members</u> : Representatives from: <ul style="list-style-type: none"> - Office of Strategic Analysis, Communications and Business Development (OSACB) - Aeronautics Research Directorate (ARD) - Research Services Directorate (RSD) - Science Directorate (SD) - Space Technology and Exploration Directorate (STED) - Research Directorate (RD) - Office of Human Capital Management/Education (OHCM) Office of Chief Counsel (OCC) 	
Meeting Frequency	Monthly	
Minutes Requirement	Monthly minutes and actions are recorded	
Minutes Responsibility	Secretary	
Last Updated	February 2014	

ATTACHMENT A-6: GROUPS

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	<u>Chair:</u> Gregory Slover <u>Vice Chair:</u> Rick Yasky	<u>Secretary:</u> Luci Crittenden <u>Executive Sponsor:</u> RSD Director
	<p><u>Members:</u></p> <ul style="list-style-type: none"> - Aviation Safety Officer - Chief Pilot - Range Safety Officer - Chief of Flight Operations (Ex-Officio) <p>The Chair shall select additional members of the group from hangar and flight-related personnel to ensure representation from the following technical disciplines:</p> <ul style="list-style-type: none"> - Facilities - Avionics - Aircraft mechanics - Quality assurance - Hazard analysis - Operations engineers <p>The Chair and Co-Chair shall be appointed by the Center Director.</p> <p>All membership changes (additions and removals) shall be initiated by the Chair and approved by the Director, SMAO, and other Directors of organizations with employees affected by the change. Prior to requesting approvals from Directors, the Chair 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.</p> <p>(For a full list of members, visit https://safety.larc.nasa.gov)</p>	
Meeting Frequency	Semi-annual or as needed	
Minutes Requirement	Original to files; paper copy to the Chair; electronic copies to all ASWG members and all meeting attendees. Files kept electronically by ASWG Chair.	
Minutes Responsibility	ASWG secretary	
Last Updated	June 2014	

GROUP	Software Engineering Process Group (SEPG)
Reporting To	Chief Engineer Board
Charter	<ul style="list-style-type: none"> • Plan, facilitate, participate in, and monitor the development and implementation of software process improvements across LaRC. • Develop, maintain, and implement the Center Plan for LaRC Software Process Improvement and the Langley Management System (LMS) 7150 software engineering procedures. • Serve as a facilitator and mentor to ensure the successful completion of improvement activities documented in the Center Plan. • Roll out training to help enable compliance with LMS software engineering procedures. • Provide the focal point for the LaRC Software Process Improvement Initiative. • Maintains an organizational awareness of the overall effort. <p>For additional information on SEPG responsibilities, see https://sites-e.larc.nasa.gov/sweng.</p>
Attendees	<p><u>Chair</u> and <u>Deputy Chair</u>: Rotationally assigned by the Center Chief Engineer</p> <p>SEPG members represent the following organizations (appointed by organization directorate head):</p> <ul style="list-style-type: none"> - Center Operations Directorate - Engineering Directorate - Office of Chief Information Officer - Research Directorate - Research Services Directorate - Systems Analysis and Concepts Directorate - Science Directorate - Safety and Mission Assurance Office
Meeting Frequency	As called by Chair
Minutes Requirement	None
Minutes Responsibility	N/A
Last Updated	June 2014