



Responsible Office: Office of Human Capital Management

Subject: NASA Langley Research Center's American Institute of Aeronautics and Astronautics (AIAA) Technical Committee Membership Policy

1. POLICY

- a. NASA Langley will support civil service employee membership on those AIAA Technical Committees (TCs) that align with Langley's product lines and core competency areas.
- b. Per AIAA TC policy, TC membership is generally for a three-year term: one year with two additional years possible. AIAA accepts TC nominations annually from August 1 through November 1. Therefore, in the fall of each year, approximately one-third of the members end their term and those committees invite nominations of new members. Information on AIAA Committees and their membership is available by accessing the AIAA website at www.aiaa.org.
- c. Typically, no TC will have more than one Langley member, but final decisions on Langley nominations will be made by the Langley Center Director, as stated in 5(c) below.
- d. Per AIAA TC policy, TCs have a membership limit of 35. To encourage the nomination of young professionals to TC membership, the AIAA has established an "Associate Membership" category. TCs may add associate members to TCs in addition to the regular 35-member limit. Additional information about Associate Membership is provided at the AIAA website (www.aiaa.org). When submitting AIAA TC nominations as instructed in 5 (b) below, OUMs should indicate whether their nomination is an Associate Member.
- e. TC members will be selected on the basis of their technical expertise and ability to lead a Center-wide activity.
- f. Langley members are expected to represent the entire Center in their TC activities.
- g. Other Center experts can be called upon to support the TC members as needed and when resources allow.
- h. The Langley Center Director must approve all Langley TC member nominations.
- i. Only AIAA TC members approved by the Langley Center Director may use official time and organizational travel funds for TC duties.

2. APPLICABILITY

This LAPD is applicable to NASA Langley Research Center.

3. AUTHORITY

- a. 51 U.S.C. § 20113(f) & (h) [coordination of NASA activities with other organizations]
- b. 5 C.F.R. Part 2635, Standards of Conduct for Employees of the Executive Branch
- c. 5 C.F.R. § 2640.203(m), official participation in nonprofit organizations

4. APPLICABLE DOCUMENTS AND FORMS

None

5. RESPONSIBILITY

a. The Office of Human Capital Management (OHCM) is responsible for issuing a call for TC nominations to Organizational Unit Managers (OUMs). OHCM is also responsible for obtaining a list of Langley TC members from the AIAA and providing that to OUMs with the call.

b. Each OUM is responsible for submitting nominations (one maximum per TC) to OHCM. OHCM will forward all nominations to the Office of Director. As stated in 1i above, Organizations are responsible for supporting and funding travel and activities for their TC members approved by the Office of Director.

c. The Office of Director is responsible for reviewing the nominations and selecting the official Langley representatives. OHCM will notify the approved applicants.

d. The applicants selected under (c.) above will then be permitted to access the AIAA online TC application and submit their nomination package. Nominations must be submitted electronically to the AIAA on or before November 1 of each year.

NOTE: Langley employees can be nominated to serve on a TC by other means; however, they will be expected to pay for their own travel and take annual leave to attend TC meetings. They will not be representing NASA Langley Research Center.

e. When an official Langley TC member leaves a TC or their membership term expires, the member must notify his or her OUM and the Office of the Director.

f. Langley employees serving on a TC remain subject to the Standards of Conduct for Employees of the Executive Branch (5 C.F.R. Part 2635) while serving. Questions regarding the appropriate role of Center representatives should be directed to their supervisors and the Office of Chief Counsel.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENTS/VERIFICATION

None

8. CANCELLATION

LAPD 1150.4, dated October 24, 2001

Original signed on file

Stephen G. Jurczyk
Acting Center Director

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