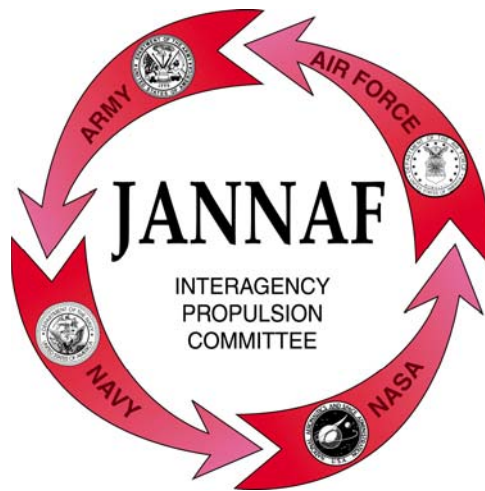


***JOINT  
ARMY-NAVY-NASA-AIR FORCE  
(JANNAF)  
INTERAGENCY PROPULSION  
COMMITTEE***

**PRACTICES AND PROCEDURES  
MANUAL**



March 2006

## PREFACE

The Joint Army-Navy-NASA-Air Force (JANNAF) Practices and Procedures (P&P) Manual provides guidelines to members of the Executive Committee, subcommittee and panel members and chairpersons, meeting and workshop organizers for the operation and management of their respective groups, and to meeting participants. The P&P Manual is amended as required.

The history and charter of the JANNAF Interagency Propulsion Committee are contained in separate JANNAF documents.

Additional information about the JANNAF Interagency Propulsion Committee may be obtained from the Chemical Propulsion Information Analysis Center, telephone (410) 992-7300 or at <http://www.jannaf.org>.

Parker L. Buckley  
Chairman, JANNAF Executive Committee  
Air Force Research Laboratory / PRA

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## **1.0 PURPOSE**

The JANNAF Interagency Propulsion Committee (IPC) promotes and facilitates the exchange of technical information among the Military services, NASA, industry and academia; establishes standards and guidelines; effects intra-agency coordination to avoid unnecessary duplication of research, exploratory development, and advanced technology development programs in the areas of missile, gun, and space propulsion; accomplishes problem solving in areas of joint interest; and captures and preserves essential corporate knowledge.

## **2.0 ORGANIZATION**

The JANNAF IPC consists of an Executive Committee, a JANNAF Propulsion Meeting (JPM) Program Committee, technical subcommittees, and ad hoc committees.

### **2.1 Executive Committee**

The JANNAF Executive Committee (EC) is the governing body of JANNAF in accordance with the Agreement and Charter of the JANNAF IPC. It is responsible for the establishment, operation, modification, and dissolution of subcommittees; periodic review of subcommittee activities; and the promulgation of guidelines for subcommittee operations. The Chairman of the EC also serves as the primary spokesperson for JANNAF.

The EC consists of eight regular members; two from each of the JANNAF affiliate agencies. Each member, appointed by his/her affiliate agency, is a full-time employee of the Federal government. Alternate members may be designated for the purpose of agency representation at meetings and receipt of information on EC activities and plans. The tenure of office of the members is at the discretion of the affiliate agency. Members shall recommend and initiate the process of appointing their successor to the JANNAF EC upon termination of their employment with the government or resignation from the EC. The chairmanship of the EC is rotated among the four agencies every three years.

Designated representatives of the DoD Office of Deputy Director, Defense Research and Engineering (Research and Advanced Technology) and the NASA Office of Exploration Systems participate in the meetings of the EC as ex-officio members. The Contracting Officer Technical Representative of the Chemical Propulsion Information Analysis Center (CPIAC), if not already a member of the EC, and the Program Manager of the DoD Information Analysis Centers (IACs) participate in the meetings of the EC as CPIAC and IAC advisors, respectively. The CPIAC Director or his designate serves as the non-voting Secretariat of the EC. The names and affiliations of the current members of the EC are listed in [Appendix A](#).

Each EC member is assigned as the Liaison Officer to one or more of the subcommittees. He/She is expected to attend the meetings of that subcommittee and participate in planning activities or send a representative

### **2.2 JANNAF Propulsion Meeting Program Committee**

The JANNAF Propulsion Meeting Program Committee is established by the EC to provide for the planning and execution of the JANNAF Propulsion Meeting (JPM) and typically consists of two representatives from each of the JANNAF affiliate agencies. Each member, appointed by

his/her affiliate agency, is a full-time employee of the Federal government. Alternate members may be designated for the purpose of agency representation at meetings and receipt of information on program committee activities and plans. Each member's tenure of office is determined at the discretion of the affiliate agency. The chairmanship of the Program Committee is rotated among the four agencies every eighteen months to coincide with the timing of the JANNAF Propulsion Meetings. The names and affiliations of the current members of the Program Committee are listed in [Appendix B](#).

## **2.3 Technical Subcommittees**

The subcommittees focus on technical issues that are of interest to the JANNAF agencies and the propulsion scientific community. Their common goals are to promote the exchange of technical information and data, to establish standard procedures and nomenclature, to effect the coordination of government-funded programs, to provide expertise for the identification and solution of problems, and to capture and preserve essential corporate knowledge. The charters for each subcommittee are available at the JANNAF website. The current subcommittees are listed in [Appendix C](#).

### **2.3.1 Establishment of Subcommittees**

Subcommittees are established by the EC. The objectives and scope of the subcommittees are specified in their charters. The charters are approved by the EC when the groups are initially formed and are periodically reviewed thereafter.

### **2.3.2 Management and Organization of Subcommittees**

The management and operation of each subcommittee involves the interaction and participation of five groups or individuals: the Technical Steering Group (TSG), the TSG Chairperson, the participants, the EC Liaison Officer, and the CPIAC representative.

#### **2.3.2.1 Technical Steering Group**

The TSG members are responsible for the management of their subcommittee. They supervise the activities of the participants and panels; review, assess, and approve panel and workshop tasks and publications; coordinate technical meetings; define deficiency areas and recommend solutions; implement the directives of the EC; and define, create, evaluate, and terminate tasks undertaken by the subcommittee and its panels.

Voting members of a subcommittee TSG are appointed by their respective JANNAF agencies and approved by the EC Liaison Officer. When necessary, the subcommittee chairperson initiates the process for replacing a TSG member or filling a vacancy on the TSG by identifying and recommending a nominee to the respective military or NASA EC Liaison Officer. Upon approval of a TSG nominee by his/her respective EC Liaison Officer, the EC chairperson submits a letter to the immediate supervisor of the nominee requesting that the nominee be appointed by his/her agency to serve as one of the Military Service or NASA representatives on the subcommittee TSG. The letter also includes a brief explanation of the responsibilities of the TSG members, including expected attendance at business meetings, technical meetings, and workshops to assess the plans, programs, and progress of the subcommittee and its technical panels.

Voting members of the TSG are normally full-time employees of the Federal government. However, if appropriate Government employees are unavailable, employees of nonprofit, university-affiliated organizations, such as The Johns Hopkins University/Applied Physics Laboratory (JHU/APL) or the Jet Propulsion Laboratory (JPL) may serve as voting TSG members. Government support contractors, assigned as panel chairs, or as leads for technical topics of interest, may participate in TSG meetings

The Military and NASA organizations may, after appropriate JANNAF EC approval, appoint as many members to the TSG of each subcommittee as deemed necessary to adequately cover the technical interests of the subcommittee, but each JANNAF agency will be allowed only one vote in deciding issues.

Upon resignation from the subcommittee TSG or termination of employment with the Federal government, the remaining TSG member(s) from the same JANNAF agency shall recommend and initiate the process of appointing a successor.

### **2.3.2.2 TSG Chairperson Responsibilities**

The chairperson of each subcommittee, with the assistance of the CPIAC representatives to the subcommittee, is responsible for all meeting planning, invitations, announcements, correspondence, reports, and minutes of the subcommittee. The CPIAC Technical Representative or his or her designate shall serve as non-voting Secretariat of the subcommittee TSG and shall record, publish, and disseminate the minutes of each TSG meeting in a timely manner.

The TSG Chairperson is responsible for monitoring and reporting the activities of the Subcommittee and its panels on a regular basis. TSG meetings, which can take the form of a physical meeting or a conference call, should take place at least quarterly. A physical meeting of the TSG should occur at each subcommittee technical interchange meeting and between subcommittee meetings as appropriate to conduct subcommittee business. The agenda for the meetings should include a status of all ongoing panel tasks by the Panel Chairs and any other subcommittee business the TSG wishes to consider.

The TSG Chairperson, with CPIAC assistance, is also responsible for compiling a report of subcommittee activities from inputs provided by the panel chairs. The TSG Chairperson, or a designated alternate, presents an oral briefing of subcommittee activities to the EC at each EC meeting held in conjunction with the JANNAF Propulsion Meeting, which is usually every 18 months. The TSG Chairperson is also the de facto Program Chairperson for the periodic subcommittee meetings. The remaining TSG members and panel chairpersons comprise the Program Committee for subcommittee meetings.

The TSG members will select the subcommittee chairperson, and if desired, a vice-chairperson, for a term of office not to exceed three years. The chairperson position will typically rotate between participating agencies. The current chairpersons of each of the subcommittees are listed in [Appendix C](#).

### **2.3.2.3 Participants**

Government, industry, and academic propulsion scientists and engineers are the participants in the subcommittee activities and are selected by the TSG to promote the subcommittee objectives and to perform subcommittee tasks. Participants may serve as panel members,

panel chairpersons, workshop area organizers, workshop coordinators, meeting program chairpersons, and meeting area organizers. The activities of the non-government participants shall be limited to activities not involving the exchange of proprietary information or the making of decisions committing more than their home organization's participation. Subcommittee chairpersons are to seek the advice from their EC Liaison Officer on questions regarding the appropriateness of any proposed involvement of non-government personnel.

#### **2.3.2.4 Executive Committee Liaison Officer**

The EC Liaison Officers are members of the JANNAF EC. They attend the meetings of the subcommittee(s) to which they are assigned, and, at their discretion, participate in TSG meetings. They represent the interests of their assigned subcommittees at EC meetings, and the interests of the EC at their respective subcommittee meetings. They also provide guidance to the TSGs to ensure the appropriateness of any document published or any activity conducted under the JANNAF name. [Appendix A](#) contains the current EC Liaison Officer assignments.

#### **2.3.2.5 CPIAC Representatives**

Technical assistance and administrative support, as directed by the subcommittee chairpersons, is provided to each subcommittee and its technical panels by the CPIAC representatives, including the preparation and distribution of all subcommittee meeting documentation such as announcements, minutes and meeting proceedings. The current CPIAC representatives of each of the subcommittees are listed in [Appendix C](#). The EC establishes guidelines for the level of support the CPIAC representatives may provide.

### **2.3.3 Operation of Subcommittees**

Each subcommittee identifies technologies of immediate concern to the JANNAF and propulsion community and identifies and resolves technical problems relating to the development and fielding of propulsion systems. Panels are created by each subcommittee's TSG to address these technical problems, and panel work tasks are defined and developed so that progress toward their completion can be periodically reviewed and evaluated.

The chairpersons of the technical panels are appointed by the TSG. The panel chairperson is responsible for (1) defining the panel's specific work tasks and deliverables; (2) establishing and adhering to task milestone schedules; (3) selecting and maintaining a roster of active panel members; and (4) preparing and distributing panel announcements, meeting minutes, correspondence, and reports, including those normally presented at the business meetings of the subcommittees and the panel inputs to the report of subcommittee activities to the EC.

The rosters of subcommittee TSG members, participants, and panel members are periodically reviewed by the TSG chairperson and the panel chairpersons, and are to include those necessary for effective operation of the subcommittee. Only those individuals directly involved in work tasks of immediate concern are to be included in the rosters.

Periodic written and oral reports are prepared and presented to the EC by the subcommittee chairpersons or their designated representatives. An oral report is given at a subcommittee performance review meeting held during each JANNAF Propulsion Meeting. The written report is submitted to CPIAC for forwarding to the EC approximately three weeks prior to the review meeting, as directed in the meeting announcement letter. The report covers the period between the last report and one month prior to the review meeting. Guidelines for the written and oral

reports are shown in [Appendix D](#). A presentation on the technical activities of the subcommittee may also given every three years during the JPM at the discretion of the JPM Program Committee

#### **2.3.4 Operation of Panels**

Panels exist within the subcommittee to focus on a problem or need within the scientific community. The panel chair is responsible for actively monitoring and reporting the status of panel tasks to the TSG, communicating with panel members on a regular basis, and maintaining an active roster of panel participants. A panel membership of 25 individuals or less is recommended for the effective conduct of its activities. The panel chair is responsible for updating the panel roster on an annual basis and supplying it to the TSG Chairperson and CPIAC Technical Representative.

For a panel to exist, it must have a clearly defined charter, at least one active technical task, and a milestone schedule and product for each task. Examples of panel products are JANNAF handbooks or manuals, databases, guidelines, specifications, white papers, surveys, technical reports or assessments, tutorials, and workshop results. Panels are created or disbanded by the Subcommittee TSG.

#### **2.4 Ad Hoc Committees**

Ad hoc committees are established by the EC for the purpose of coordinating and exchanging information on Government-funded RDT&E propulsion programs and for identifying and recommending special projects of interest to the JANNAF EC.

### **3.0 MEETINGS**

#### **3.1 Executive Committee Meetings**

The Executive Committee will meet as often as necessary (but at least once per year) to efficiently conduct business. A meeting will always be held during the JANNAF Propulsion Meeting (JPM). The chairperson of the EC, with assistance from CPIAC, is responsible for all arrangements, announcements, and minutes of the EC meetings.

#### **3.2 JANNAF Propulsion Meetings**

##### **3.2.1 Meeting Frequency and Content**

A JANNAF Propulsion Meeting (JPM) is held approximately every 18 months. The JPM consists of technical papers, specialist sessions, workshops, and other activities as deemed appropriate by the Program Committee. Generally, only system level papers and technical papers that cannot be included in a subcommittee (because no subcommittee covers that particular area) are accepted for the JPM. However, specialist sessions may be included. Workshops should cover topics of interest to the general JANNAF community. Awards from the EC may also be presented.

### 3.2.2 Meeting Planning

The JPM Program Committee (see [Appendix B](#)) has the responsibility for planning and conducting the meeting. In order to ensure a successful meeting, it is strongly suggested that these individuals personally solicit papers from the propulsion science / technology or program/ acquisition communities and hold telephone conference calls often enough to advance the process in a timely manner. To supplement the Program Committee, Area Chairpersons may be selected to plan particular areas such as specialist sessions, workshops, or certain technical sessions. TSG Chairpersons, or other interested parties, may be used as Area Chairpersons.

The Program Committee picks the dates and location of the meeting, determines the number and subject of the technical sessions, selects the session chairpersons, and prepares the Call for Papers. The dates and location of the meeting are coordinated through CPIAC to ensure maximum utility. The Call for Papers is normally sent via e-mail to JANNAF participants and posted on the JANNAF website. JANNAF members are urged to forward the Call for Papers to individuals that they feel would be interested in participating in the meeting, but are not on the distribution list.

Session chairpersons have the responsibility to solicit papers, review the abstracts to determine their appropriateness for the particular session, organize the session, work with the authors to ensure that the cleared paper is submitted on time, ensure that any special requirements are met, and run the session. Papers should only be selected for a session if they meet the guidance in the Call for Papers as set by the Program Committee. If papers do not meet this guidance, or if they either belong in another subcommittee meeting or do not belong in JANNAF at all, then appropriate action should be taken.

An LCD projector for electronic presentation of materials is made available in each room. Chairpersons are requested to provide the projectionist. Other equipment may be provided upon request.

The session chairperson normally asks for a short biographical summary from each author in order to give a proper introduction prior to presentation of the paper. The session chairperson is also responsible for ensuring that each session runs on schedule. Since there may be several concurrent sessions and since many people move between the sessions to hear specific papers, timeliness is essential. Each paper should start within about two minutes of the scheduled time. If a paper is missing, the chairperson may substitute a paper not previously on the agenda, but may not move another paper forward. Specific Session chairperson duties are shown in Table 3-1.

The JPM may be held at government facilities, approved contractor facilities, or approved hotels or conference centers. Attendance of non-government personnel at the JPM is limited to U.S. citizens employed by U.S.-owned organizations who possess the appropriate security clearance and need-to-know. The administration, security requirements and meeting arrangements, listed in [Appendix F](#), are enforced.

A typical timetable for planning the JPM is shown in [Appendix E](#).

**Table 3-1: Specific JPM Session Chairperson Duties**

<p><b>Before the Meeting</b></p>	<ul style="list-style-type: none"> <li>• Forward call-for-papers to prospective authors and other interested parties. (Approximately 43 weeks before the meeting – See Appendix E.)</li> <li>• Review submitted abstracts and draft meeting block diagram. Coordinate changes with meeting program committee, CPIA meeting planner and CPIA technical Representative. (Approximately 25 weeks before meeting – See Appendix E.)</li> <li>• Contact speakers. Request their short biographies and remind them of important deadlines. (Approximately 20 weeks before meeting – See Appendix E.)</li> <li>• Follow up contact with speakers. (Approximately 6 weeks before meeting – See Appendix E.)</li> </ul>
<p><b>During the Meeting</b></p>	<ul style="list-style-type: none"> <li>• Check the meeting room prior to the session for adequacy of equipment, lighting, etc.</li> <li>• Attend the session chair meeting on the morning of the scheduled session.</li> <li>• Initiate the session by welcoming the attendees and making necessary administrative announcements.</li> <li>• Introduce each speaker by stating their name, affiliation, reading their short biography, and announcing the title of the paper presentation.</li> <li>• Provide cues (5-min, 2-min &amp; “No more please!” Flashcards) to speakers if they are running overtime.</li> <li>• Endeavor to keep the meeting on schedule.</li> <li>• Count and note the size of the audience at specified points in time during the session.</li> </ul>
<p><b>After the Meeting</b></p>	<ul style="list-style-type: none"> <li>• Submit session attendance sheet and session chair evaluation</li> </ul>

### 3.2.3 Meeting Publications

JPM meeting proceedings are published in electronic format, either on a CD or CD set, or as individual papers made available on a secure web site for viewing, printing or downloading by qualified individuals. Each paper should be limited to approximately fifteen pages in length, including graphics. Papers not received or not having official approval by the meeting date shall be removed from the program and shall not be presented at the meeting nor published.

### 3.3 Subcommittee Meetings

#### 3.3.1 Meeting Frequency and Content

Subcommittee meetings are held approximately every 18 months. The number and length of meetings held by a subcommittee are to be consistent with efficient and effective operation; but, in an effort to minimize the cost to participants, meetings of subcommittees involving the same or nearly the same attendees should be combined or held in conjunction with each other. During the meeting, papers will be presented in technical sessions, workshops may be held, and specialist sessions may be held. The subcommittee panels and the TSG hold meetings to conduct subcommittee business.

### **3.3.2 Meeting Planning**

The TSG and panel chairpersons are responsible for the planning and execution of the meeting. As with the JPM planners, it is strongly suggested that these individuals take responsibility to ensure the success of the meeting by personally soliciting papers and holding telephone conferences often enough to move the process forward in a timely manner. The TSG picks the dates and location of the meeting, determines the number and subject of the technical sessions, selects the session chairpersons, and prepares the Call for Papers. The dates and location of the meeting are coordinated through CPIAC to ensure maximum utility. The Call for Papers is normally sent via e-mail to subcommittee participants and posted on the JANNAF website. Subcommittee members are urged to forward the Call for Papers to individuals that they feel would be interested in participating in the meeting, but are not on the distribution list.

Session chairpersons have the responsibility to solicit papers, review the abstracts to determine their appropriateness for the particular session, organize the session, work with the authors to ensure that the cleared paper will be submitted on time and any special requirements are met, and run the session. Papers should only be selected for the session if they meet the guidance in the Call for Papers as set by the TSG. If papers do not meet this guidance, or if they either belong in another subcommittee meeting, the JPM or do not belong in JANNAF at all, then appropriate action should be taken.

An LCD projector for electronic presentation of materials is made available in each room. Chairpersons are requested to provide the projectionist. Other equipment may be provided upon request.

The session chairperson usually asks for a short biographical summary from each author in order to give a proper introduction prior to presentation of the paper. The session chairperson is also responsible for ensuring that each session runs on schedule. Since there may be several concurrent sessions and since many people move between the sessions to hear specific papers, timeliness is essential. Each paper should start within about two minutes of the scheduled time. If a paper is missing, the chairperson may substitute a paper not previously on the agenda, but may not move another paper forward. Specific Session chairperson duties are shown in Table 3-2.

Subcommittee technical meetings may be held at government facilities, approved contractor facilities, or approved hotels or conference centers. Attendance of non-government personnel at subcommittee technical meetings is limited to U.S. citizens employed by U.S.-owned organizations who possess the appropriate security clearance and need-to-know. The administration and security requirements and arrangements, listed in [Appendix F](#), are enforced.

A typical timetable for planning a subcommittee meeting is shown in [Appendix G](#).

### **3.3.3 Meeting Publications**

Subcommittee meeting proceedings are published in electronic format, either on a CD or CD set, or as individual papers made available on a secure web site for viewing, printing or downloading by qualified individuals. Each paper should be limited to approximately fifteen pages in length, including graphics. Papers not received or not having official approval by the meeting date shall be removed from the program and shall not be presented at the meeting nor published.

**Table 3-2: Specific Subcommittee Session Chairperson Duties**

<p><b>Before the Meeting</b></p>	<ul style="list-style-type: none"> <li>• Forward call-for-papers to prospective authors and other interested parties. (Approximately 43 weeks before the meeting – See Appendix G..)</li> <li>• Review submitted abstracts and draft meeting block diagram. Coordinate changes with meeting program committee, CPIA meeting planner and CPIA technical Representative. (Approximately 25 weeks before meeting – See Appendix G.)</li> <li>• Contact speakers. Request their short biographies and remind them of important deadlines. (Approximately 20 weeks before meeting – See Appendix G.)</li> <li>• Follow up contact with speakers. (Approximately 6 weeks before meeting – See Appendix G.)</li> </ul>
<p><b>During the Meeting</b></p>	<ul style="list-style-type: none"> <li>• Check the meeting room prior to the session for adequacy of equipment, lighting, etc.</li> <li>• Attend the session chair meeting on the morning of the scheduled session.</li> <li>• Initiate the session by welcoming the attendees and making necessary administrative announcements.</li> <li>• Introduce each speaker by stating their name, affiliation, reading their short biography, and announcing the title of the paper presentation.</li> <li>• Provide cues (5-min, 2-min &amp; “No more please!” Flashcards) to speakers if they are running overtime.</li> <li>• Endeavor to keep the meeting on schedule.</li> <li>• Count and note the size of the audience at specified points in time during the session.</li> <li>• Take notes as needed for suggesting a paper or papers for best paper nomination.</li> </ul>
<p><b>After the Meeting</b></p>	<ul style="list-style-type: none"> <li>• Submit nomination for Best Paper or papers with rationale to the subcommittee TSG chairperson and the CPIA technical representative..</li> <li>• Submit session attendance sheet and session chair evaluation to the CPIA meeting coordinator.</li> </ul>

### 3.3.4 Meeting Approval

The support provided by CPIAC to the subcommittees is limited to the activities approved by the EC in order to keep supporting costs as reasonable as possible and to permit orderly planning and coordination. The following procedures are required: (a) approval to convene subcommittee meetings and workshops not previously approved by the EC is to be obtained from the EC's Liaison Officer, and, if CPIAC support is required, approval is also to be obtained from the CPIAC Director; and (b) changes in scope and objectives are to be approved by the EC.

## 3.4 Workshops

### 3.4.1 Objective

The objective of a JANNAF workshop is to review and evaluate the present state-of-knowledge for a given topic and summarize the areas of agreement. Where agreement is not possible, the remaining bases of contention are to be clarified and documented, and investigations required for

resolution are to be determined. It is important to note that workshops are not just another forum for the presentation of technical papers. Active discussion is anticipated and expected, and a formal report is required.

To accomplish the above-stated objective, a workshop usually addresses a topic of narrow scope. If the topic is too broad, it is difficult to focus attention on specific problem areas. In addition, the number of workshop participants can become unwieldy if individuals are chosen to represent too many different areas of discussion.”

### **3.4.2 Planning**

Workshops may be held at government facilities, approved contractor facilities, or approved hotels or conference centers. Attendance of non-government personnel at workshops is limited to U.S. citizens employed by U.S.-owned organizations who possess the appropriate security clearance and need-to-know. The administration and security requirements and arrangements, listed in [Appendix F](#), are enforced.

An LCD projector for electronic presentation of materials is made available in each room. Chairpersons are requested to provide the projectionist. Other equipment may be provided upon request.

The responsibilities of workshop coordinators and the management and organization of workshops are described in [Appendix H](#).

### **3.4.3 Workshop Publications**

The presentations, summaries, findings, and conclusions of technical workshops are documented and published. If a workshop is held as part of a subcommittee meeting, the documentation is published as part of the subcommittee technical meeting proceedings. The workshop coordinators are responsible for this documentation. Prior to publication, the workshop documentation is reviewed and approved by the appropriate TSGs, including the EC Liaison Officers. Workshop coordinators are strongly encouraged to prepare a paper documenting the workshop findings for presentation at the next subcommittee meeting, and if appropriate, the next JPM.

## **3.5 Specialist Sessions**

### **3.5.1 Objective**

Specialist sessions are held in conjunction with JANNAF meetings (JPM or subcommittee meetings) to deal with specific problem areas common to the JANNAF agencies. These sessions are informal gatherings of specialists in a specific area and are conducted in a manner designed to stimulate ideas and contributions from the audience.

A specialist session deals with a specific, well-defined problem area or area of special interest. It is intended to be a medium for the assembly of experts in the area under consideration. It is assumed that the majority of the attendees will be active in the area and will contribute to solutions or to a better understanding of the problem.

### **3.5.2 Planning**

All details relative to the organization and administration of the session are the responsibility of the chairperson. The time and place of the session are shown on the program outline. Specialist sessions may consist of formal papers, viewgraph presentations, panel discussions, responses to or discussions of specific questions posed by the chairperson, or any modification of these methods. The chairperson identifies the speakers, panelists, participants, and/or other individuals who should take part in the session.

An LCD projector for electronic presentation of materials is made available in each room. Chairpersons are requested to provide the projectionist. Other equipment may be provided upon request.

The session chairperson typically asks for a short biographical summary from each author in order to give a proper introduction prior to presentation of the paper. The specialist session chairperson is also responsible for ensuring that each session runs on schedule. If a paper is missing, the chairperson may substitute a paper not previously on the agenda, but may not move another paper forward.

Specialist sessions may be held at government facilities, approved contractor facilities, or approved hotels or conference centers. Attendance of non-government personnel at specialist sessions is limited to U.S. citizens employed by U.S.-owned organizations who possess the appropriate security clearance and need-to-know. The administration and security requirements and arrangements, listed in [Appendix F](#), are enforced.

### **3.5.3 Specialist Session Publications**

Specialist session proceedings are published in electronic format, either on a CD or CD set, or as individual papers made available on a secure web site for viewing, printing or downloading by qualified individuals. Each paper should be limited to approximately fifteen pages in length, including graphics. Papers not received or not having official approval by the meeting date shall be removed from the program and shall not be presented at the meeting nor published.

Proceedings may be in the form of complete papers and/or viewgraph presentations. The format of requested publication materials is the prerogative of the Specialist Session Chairperson; however, CPIAC must be notified of the preference prior to distribution of speaker confirmation letters. It is also the chairperson's responsibility to assign a distribution statement to publication materials received without JANNAF Paper Clearance Forms.

### **3.6 Meeting Security**

It is important to note that classified meetings, workshops, specialists sessions and/or technical sessions must be approved by the appropriate DoD component before meeting invitations are distributed. All classified meetings may only be held at approved facilities. The administration and security requirements and arrangements, listed in [Appendix F](#), are enforced.

## **4.0 JANNAF PUBLICATIONS**

The JANNAF Subcommittees are responsible for producing and maintaining various propulsion technology-related handbooks and manuals. Maintenance and revision efforts are supported by CPIA technical and administrative staff. A sample of the JANNAF handbooks and manuals that are

A sampling of the JANNAF handbooks and manuals that periodically undergo revision and updating include:

- CPIA 612, *Guidelines for Determining Motor Grain Design Margins of Safety*
- CPIA 507, *JANNAF Propellant Development and Characterization Subcommittee Handbook*
- CPIA 506, *Tools Required for a Meaningful Service Life Prediction*
- CPIA 230, *JANNAF Solid Propellant Structural Integrity Handbook*
- CPIA 21, *Solid Propellant Mechanical Behavior Manual*
- CPIA 14, *Solid Propellant Igniter Design Handbook*

#### **4.1 JANNAF Publication Revision Procedures**

#### **5.0 AWARDS**

The EC and the subcommittee TSGs consider, authorize, and present awards in accordance with the provisions of [Appendix I](#).

#### **6.0 WHO SPEAKS FOR JANNAF**

Any document or briefing, purporting to represent the position of JANNAF, must be cleared by the EC prior to its release. This mandate includes all uses of the JANNAF name or JANNAF logo. All workshop coordinators or others preparing material or positions that carry the JANNAF name have the responsibility to route the document through the appropriate subcommittee TSG to the subcommittee EC Liaison Officer for EC approval. Once EC approval is obtained, the EC Liaison Officer will give approval for release and notify the EC Chairman, the TSGs, and CPIAC of that decision.

**APPENDIX A  
JANNAF EXECUTIVE COMMITTEE MEMBERSHIP**

<p>US Army RDECOM Attn: Dr. Jay S. Lilley Code AMSRD-AMR-PS-PT Redstone Arsenal, AL 35898 (256) 876-3225 DSN 746-3225 FAX (205) 876-4356 e-mail: <a href="mailto:jay.lilley@reddec.redstone.army.mil">jay.lilley@reddec.redstone.army.mil</a> Liaison Representative for S&amp;MBS</p>	<p>NASA Marshall Space Flight Center Attn: Mr. James S. Richards (Steve) Bldg. 4203/5409 Marshall Space Flight Center, AL 35812 (256) 544-7053 FAX (256) 544-3214 e-mail: <a href="mailto:james.s.richards@nasa.gov">james.s.richards@nasa.gov</a> Liaison Representative for RNTS &amp; NDES</p>
<p>US Army Research Laboratory Attn: Dr. Brad E. Forch Code AMSRD-WM-B Aberdeen Proving Ground, MD 21005-5066 (410) 306-0601 DSN 298-0601 FAX (410) 306-0666 e-mail: <a href="mailto:bforch@arl.army.mil">bforch@arl.army.mil</a> Liaison Representative for CS</p>	<p>NASA Glenn Research Center at Lewis Field Attn: Dr. Dhanireddy R. Reddy (D.R.) 21000 Brookpark Road, Mail Code 5-3 Cleveland, OH 44135 (216) 433-8133 FAX (216) 433-3000 e-mail: <a href="mailto:dreddy@grc.nasa.gov">dreddy@grc.nasa.gov</a> Liaison Representative for MSS</p>
<p>Naval Surface Warfare Center Attn: Mr. Stephen E. Mitchell (Code PAD) 101 Strauss Avenue Indian Head, MD 20640-5035 (301) 744-6500 DSN 354-6500 e-mail: <a href="mailto:mitchellse@ih.navy.mil">mitchellse@ih.navy.mil</a> Liaison Representative for PEDCS</p>	<p><b>NASA Alternate</b> NASA Marshall Space Flight Center Attn: Mr. Mark Stucker Code TD20 Marshall Space Flight Center, AL 35812 (256) 544-0189 (FTS 824) FAX (256) 544-5095 e-mail: <a href="mailto:mark.stucker@msfc.nasa.gov">mark.stucker@msfc.nasa.gov</a></p>
<p>Commander Code 470000D (Stuart Blashill) NAVAIR Weapons Division 2400 E. Pilot Plant Road, Mail Stop 5300 China Lake, CA 93555-6107 (760) 939-7991 DSN 437-7210 FAX (760) 939-7348 e-mail: <a href="mailto:stuart.blashill@navy.mil">stuart.blashill@navy.mil</a> Liaison Representative for PSHS, S&amp;EPS</p>	<p><b>Ex-Officio for DoD</b> ODDR&amp;E/DUSD(S&amp;T) Attn: Mr. Andrew S. Culbertson 3030 Defense Pentagon Washington, DC 20301-3030 (703) 588-7407 FAX (703) 588-7560 e-mail: <a href="mailto:Andrew.Culbertson@osd.mil">Andrew.Culbertson@osd.mil</a></p>
<p>Air Force Research Laboratory Attn: Mr. Michael T. Huggins (AFRL/PRS) 5 Pollux Drive Edwards AFB, CA 93524-7048 (661) 275-5230 DSN 525-5230 FAX (661) 275-5086 e-mail: <a href="mailto:michael.huggins@edwards.af.mil">michael.huggins@edwards.af.mil</a> Liaison Representative for EPTS, LPS</p>	<p><b>Ex-Officio for NASA</b> NASA Headquarters TBD</p>
<p>Air Force Research Laboratory Attn: Mr. Parker L. Buckley (AFRL/PRA) 1950 Fifth Street, Bldg. 18 Wright-Patterson AFB, OH 45433-7251 (937) 255-7083 DSN 785-7083 FAX (937) 255-4659 e-mail: <a href="mailto:parker.buckley@wpafb.af.mil">parker.buckley@wpafb.af.mil</a> Liaison Representative for APS</p>	<p><b>Advisor</b> Defense Technical Information Center Attn: Mr. Ronald E. Hale, DTIC-AI 8725 John J. Kingman Road, Suite 0944 Ft. Belvoir, VA 22060-6218 (703) 767-9171 FAX (703) 767-9119 e-mail: <a href="mailto:rhale@dtic.mil">rhale@dtic.mil</a></p>

## APPENDIX B

### JANNAF PROPULSION MEETING PROGRAM COMMITTEE MEMBERSHIP

<p>Mrs. Barbara P. Marsh  Army Armament Rsch, Dev, &amp; Eng Cmd  Code AMSRD-AMR-PS-S  Redstone Arsenal, AL 35898  Phone: (256) 876-3364  Fax: (256) 842-2079  e-mail: <a href="mailto:barbara.marsh@us.army.mil">barbara.marsh@us.army.mil</a></p>	<p>Mr. Carl E. Ousley  Air Force Research Laboratory  AFRL/PR, Bldg. 8351  10 E. Saturn Blvd.  Edwards AFB, CA 93524-7680  Phone: (661) 275-6346  Fax: (661) 275-6255  e-mail: <a href="mailto:carl.ousley@edwards.af.mil">carl.ousley@edwards.af.mil</a></p>
<p>Mrs. Nora M. Eldredge  Army Armament Rsch, Dev, &amp; Eng Cmd  Code AMSRD-AAR-AEE-W, Bldg. 382  Picatinny Arsenal, NJ 07806-5000  Phone: (973) 724-3988  Fax: (973) 724-4708  e-mail: <a href="mailto:ndevries@pica.army.mil">ndevries@pica.army.mil</a></p>	<p>Mr. Robert A. Mercier  Air Force Research Laboratory  (AFRL/PRA, Bldg. 18)  1950 Fifth Street  Wright-Patterson AFB, OH 45433  Phone: (937) 255-7801  Fax: (937) 656-4659  e-mail: <a href="mailto:robert.mercier@wpafb.af.mil">robert.mercier@wpafb.af.mil</a></p>
<p>Mr. Frank C. Tse  Naval Surface Warfare Center  101 Strauss Avenue, Code 40P1  Indian Head, MD 20640-5035  Phone: (301) 744-1459  Fax: (301) 744-6267  e-mail: <a href="mailto:frank.tse@navy.mil">frank.tse@navy.mil</a></p>	<p>Mr. James L. Taylor  NASA Marshall Space Flight Center  Mail Code TD15  Marshall Space Flight Center, AL 35812  Phone: (256) 544-4915/Fax: (256) 544-3214  e-mail: <a href="mailto:jim.l.taylor@nasa.gov">jim.l.taylor@nasa.gov</a></p>
<p>Mr. Steven J. Florian  Naval Air Systems Command  Code 477000D  1 Administration Circle  China Lake, CA 93555-6001  Phone: (805) 484-6282/Fax: (805) 484-6279  e-mail: <a href="mailto:steven.florian@navy.mil">steven.florian@navy.mil</a></p>	<p>Mr. Roberto P. Garcia  NASA Marshall Space Flight Center  Mail Code TD64, Bldg. 4203, Room 4433  Marshall Space Flight Center, AL 35812  Phone: (256) 544-4974  Fax: (256) 544-1630  e-mail: <a href="mailto:roberto.garcia-2@nasa.gov">roberto.garcia-2@nasa.gov</a></p>
<p>Chemical Propulsion Information Analysis Center  Attn: Ms. Debra S. Eggleston  Suite 202  10630 Little Patuxent Parkway  Columbia, MD 21044-3204  (410) 992-7300 (ext 202)  FAX (410) 730-4969  e-mail: <a href="mailto:dse@jhu.edu">dse@jhu.edu</a></p>	<p>Chemical Propulsion Information Analysis Center  Attn: Dr. William L. Hufferd  Suite 202  10630 Little Patuxent Parkway  Columbia, MD 21044-3204  (410) 992-7300 (ext 203)  FAX (410) 730-4969  e-mail: <a href="mailto:hufferd@jhu.edu">hufferd@jhu.edu</a></p>

## APPENDIX C

### JANNAF SUBCOMMITTEES

Subcommittee	Chairperson	CPIAC Representatives
Airbreathing Propulsion Subcommittee (APS)	Dr. James R. Weber Air Force Research Laboratory 2160 Eighth Street, Code AFRL/VAA Bldg 45, Rm 253 Wright Patterson AFB, OH 45433-7542 (937) 255-4608, DSN 785 FAX (937) 656-7868, DSN 986 e-mail: <a href="mailto:james.weber@wpafb.af.mil">james.weber@wpafb.af.mil</a>	Ronald S. Fry (410) 992-9951, x206  Debra S. Eggleston (410) 992-7300, x202
Combustion Subcommittee (CS)	Mr. Robert E. Kaczmarek Naval Surface Warfare Center 101 Strauss Ave., Code 420 Indian Head, MD 20640-5035 (301) 744-1195 DSN 354-1195 FAX (301) 744-6623 e-mail: <a href="mailto:kaczmarekRE@ih.navy.mil">kaczmarekRE@ih.navy.mil</a>	Ronald S. Fry (410) 992-9951, x206  Debra S. Eggleston (410) 992-7300, x202
Exhaust Plume Technology Subcommittee (EPTS)	Mr. Mark G. D'Agostino NASA Marshall Space Flight Center Code TD63, Bldg 4203, Rm 4313. Marshall Space Flight Center, AL 35812 544-0065, DSN 525 FAX (661) 275-5471 e-mail: <a href="mailto:mark.diagostino@nasa.gov">mark.diagostino@nasa.gov</a>	Peter E. Zeender (410) 992-9950, x205  Debra S. Eggleston (410) 992-7300, x202
Liquid Propulsion Subcommittee (LPS)	Mr. James Cannon (Co-Chair) NASA Marshall Space Flight Center Mail Stop: TD61, Bldg 4203, Rm 3252 Marshall Space Flight Center, AL 35812 (256) 544-7072 FAX: (256) 544-2032 e-mail: <a href="mailto:james.l.cannon@nasa.gov">james.l.cannon@nasa.gov</a>  Dr. Richard Cohn (Co-Chair) Air Force Research Laboratory AFRL/PRSA 10 E. Saturn Blvd Edwards AFB, CA 93524 (661) 275-6177 FAX: (661) 275-6245 e-mail: <a href="mailto:richard.cohn@edwards.af.mil">richard.cohn@edwards.af.mil</a>	Peter E. Zeender (410) 992-9950, x205  Debra S. Eggleston (410) 992-7300, x202
Modeling and Simulation Subcommittee (MSS)	Dr. Unmeel B. Mehta NASA Ames Research Center MS T27B-1 Moffett Field, CA 94035-1000 (650) 604-6744 FAX (650) 604-1095 e-mail: <a href="mailto:umehta@mail.arc.nasa.gov">umehta@mail.arc.nasa.gov</a>	Peter E. Zeender (410) 992-9950, x205  Debra S. Eggleston (410) 992-7300, x202

## JANNAF SUBCOMMITTEES (Con't)

Subcommittee	Chairperson	CPIAC Representatives
Nondestructive Evaluation Subcommittee (NDES)	Mr. Donald R. Wickham Ogden Air Logistics Center 6031 Gum Lane Hill AFB, UT 84056-5826 (801) 777-1608 FAX (801) 777-6820 e-mail : <a href="mailto:don.wickham@hill.af.mil">don.wickham@hill.af.mil</a>	Thomas L. Moore (410) 992-9951, x207  Debra S. Eggleston (410) 992-7300, x202
Propellant and Explosives Development and Characterization Subcommittee (PEDCS)	Mrs. Karrie Sandagger Naval Surface Warfare Center 101 Strauss Avenue Code 3320K Indian Head, MD 20640-5035 (301) 744-4776 FAX (301) 744-4865 e-mail: <a href="mailto:sandaggerkh@ih.navy.mil">sandaggerkh@ih.navy.mil</a>	Tom L. Moore (410) 992-9951, x207  Dorothy L. Becker (410) 992-7302, x204
Propulsion Systems Hazards Subcommittee (PSHS)	Ms. Alice Atwood Naval Air Warfare Center Weapons Division 1 Administration Circle Code 4T4310D, Stop 1109 China Lake, CA 93555-6100 (760) 939-0203 FAX : (760) 939-2597 e-mail: <a href="mailto:alice.atwood@navy.mil">alice.atwood@navy.mil</a>	Michael J. Fisher (410) 992-9950, x208  Dorothy L. Becker (410) 992-7302, x204
Rocket Nozzle Technology Subcommittee (RNTS)	Mr. Stuart Bridges Air Force Research Laboratory AFRL/PRSB Edwards AFB, CA 93524-7190 (661) 275-5406 FAX : (661) 275-6465 e-mail: <a href="mailto:stuart.bridges@edwards.af.mil">stuart.bridges@edwards.af.mil</a>	Michael J. Fisher (410) 992-9950, x208  Debra S. Eggleston (410) 992-7300, x202

## JANNAF SUBCOMMITTEES (Con't)

Subcommittee	Chairperson	CPIAC Representatives
Safety & Environmental Protection Subcommittee (SEPS)	Dr. David R. Mattie Air Force Research Laboratory AFRL/HEPB Area Bldg 837 2729 R Street Wright-Patterson AFB, OH 45433-7400 (937) 904-9569 FAX (937) 255-1474 e-mail: <a href="mailto:david.mattie@wpafb.af.mil">david.mattie@wpafb.af.mil</a>	Michael J. Fisher (410) 992-9950, x208  Dorothy L. Becker (410) 992-7302, x204
Space Propulsion Subcommittee (SPS)	Mr. James Haas (Chair) Air Force Research Laboratory 1 Ara Road Edwards AFB, CA 93524 (661) 275-5502 FAX: (661) 275-5203 e-mail : <a href="mailto:james.haas@edwards.af.mil">james.haas@edwards.af.mil</a>  Mr. C. Les Johnson (Deputy Chair) NASA Marshall Space Flight Center MC TD05 Marshall Space Flight Ctr, AL 35812 (256) 544-0614 FAX: (256) 544-3214 e-mail: <a href="mailto:c.les.johnson@nasa.gov">c.les.johnson@nasa.gov</a>  Mr. Robert Jankovsky (Deputy Chair) NASA Glenn Research Center MS 301-3 21000 Brookpark Road Cleveland, OH 44135-3127 (216) 977-7515 FAX: (216) 433-2306 e-mail: <a href="mailto:robert.s.jankovsky@nasa.gov">robert.s.jankovsky@nasa.gov</a>	Peter E. Zeender (410) 992-9950, x205  Debra S. Eggleston (410) 992-7300, x202
Structures & Mechanical Behavior Subcommittee (S&MBS)	Dr. Gregory A. Ruderman Air Force Research Laboratory AFRL/PRSB 4 Draco Avenue Edwards AFB, CA 93524-7193 (661) 275-5332 FAX (991) 275-6865 e-mail: <a href="mailto:gregory.ruderman@edwards.af.mil">gregory.ruderman@edwards.af.mil</a>	William L. Hufferd (410) 992-7300, x203  Debra S. Eggleston (410) 992-7300, x202

Note: CPIAC Direct Dial Business Numbers are (410) 992-7300 FAX (410) 730-4969

## APPENDIX D

### GUIDELINES FOR THE PREPARATION OF THE WRITTEN AND VERBAL PERIODIC REPORTS OF THE SUBCOMMITTEES

#### WRITTEN REPORT:

In order to maintain continuity and consistency between the subcommittees and the EC, the written report should consist of nine specific sections and two attachments. The organization and contents of these sections and attachments are described below:

- I. **TECHNICAL OBJECTIVES** - This segment should define the specific goals of the subcommittee as defined in its charter.
- II. **SCOPE** - This section should specify the technical areas that are addressed by the subcommittee as defined in its charter.
- III. **ADMINISTRATIVE ACTIVITIES** - This section of the report should list the administrative activities of the subcommittee. Included under this category are meetings and workshops held and awards given by the subcommittee during the reporting period. For each activity, simply list the name of the activity (e.g., TSG meeting), name and affiliation of the responsible person (e.g., TSG chairperson) or award recipient, dates held, site (organization/hotel, city, and state), and number of attendees (if appropriate).
- IV. **TECHNICAL ACHIEVEMENTS** - This section should list the technical accomplishments and significant technical coordination efforts of the subcommittee. Included under this category are publications (title, CPIAC publication number, and publication date), major workshop findings and conclusions, special task results, and deliverable items other than publications. Each achievement should be listed.
- V. **CURRENT TASKS AND FUTURE PLANS** - This part should describe all the tasks that are being or will be undertaken by the various panels. Each and every task should be reported separately and should contain the following information:
  - A. Name of the performing panel
  - B. Title of the task
  - C. Task Objectives - Answer to the question: What will be the expected final result or product generated by this task?
  - D. Task Rationale and Application - Answers to the questions: Why was this task undertaken and what will be its eventual payoff or application? Why is it important to the propulsion community?
  - E. Approach and Status - Answers to the question: How and when will the task and its subtasks be accomplished? Panel meetings are not usually considered a task unless they have some specific technical purpose. List in a milestone chart the task, subtasks, and their planned start dates, actual start dates, planned completion dates, actual completion dates,

and abandonment/failure dates. Use GFY-2, GFY-1, GFY, GFY+1, and GFY+2 as five-year milestones and divide each of the milestone years into four quarters.

Unless completed or abandoned in the previous year, the subtasks in the task milestone chart should not be changed. However, new tasks or subtasks should be added to the chart.

- VI. FUTURE MEETINGS - This section of the report should list the meetings, including workshops, that will be held prior to the next JPM. The meetings should be listed in chronological order. Information on the meeting subject, site, and date should be given.
- VII. ISSUES AND NEEDS - Include in this segment issues that should be brought to the attention of the EC for action or guidance.
- VIII. RECOMMENDATIONS - Include in this part of the report suggestions for continuance of the subcommittee for another year, for changes in the subcommittee's objectives and scope, and for revisions to administrative procedures.

#### ATTACHMENTS:

- (1) Organizational Structure - This attachment ([Exhibit A](#) to this Appendix) shows the relationships of the four major groups of people involved in the operation of the subcommittee, plus the EC Liaison Officer. These groups are:
  - A. TECHNICAL STEERING GROUP (TSG) - This box should list the names and affiliations of the TSG members. The chairperson and his/her affiliation should be listed first, followed alphabetically by the names and affiliations of the other members.
  - B. EXECUTIVE COMMITTEE LIAISON OFFICER - This box should contain the name and affiliation of this person.
  - C. CPIAC REPRESENTATIVE - This box should contain the name and affiliation of this individual.
  - D. PARTICIPANTS - This box should indicate in parentheses the number of participants in the subcommittee.
  - E. PANELS - Each and every panel should be listed. Each panel box should contain the name of the panel, the number of panel members in parentheses, and the name and affiliation of the panel chairperson.
- (2) Panel Member Rosters - This attachment ([Exhibit B](#) to this Appendix) should list the panel members and their affiliations. The chairperson and his/her affiliation should be listed first, followed in alphabetical order by the names and affiliations of the remaining members. As previously noted, the panel members should only be those individuals directly involved in work tasks of immediate concern

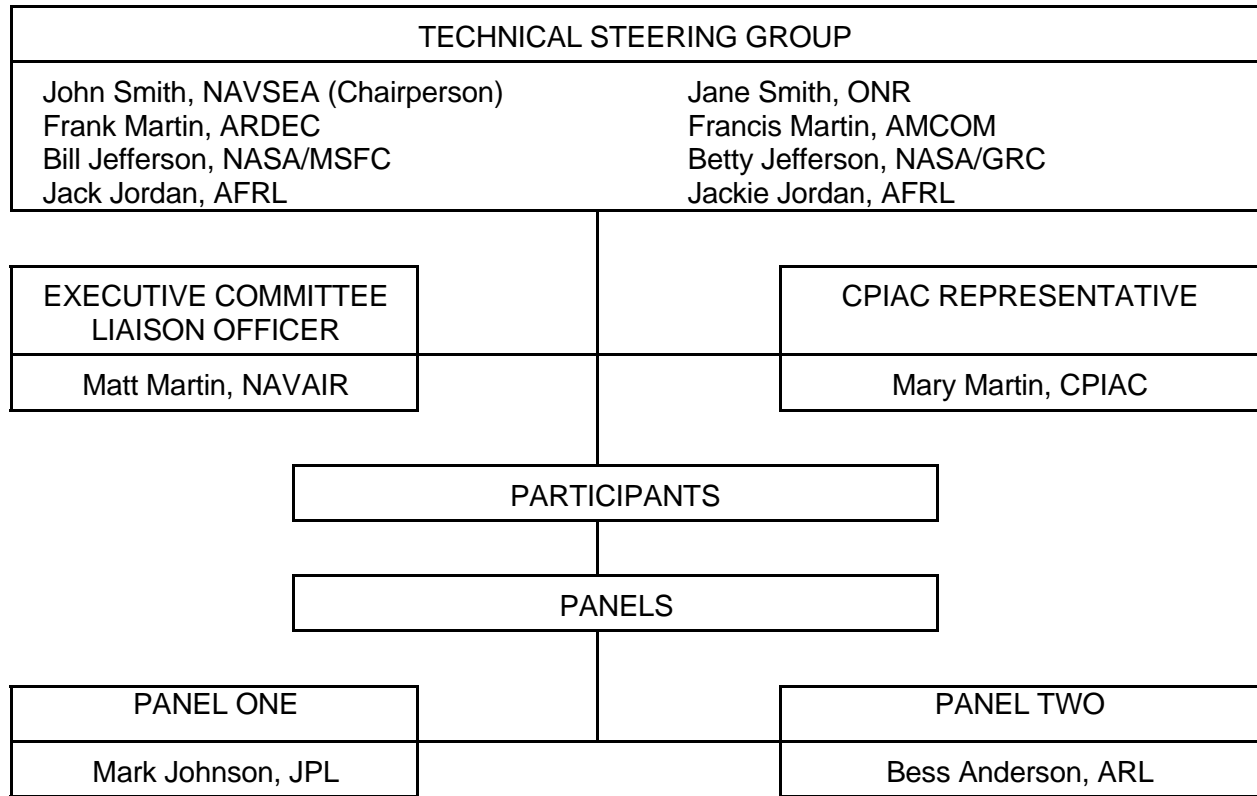
## ORAL REPORT:

The oral presentation should be based on a series of overhead transparencies (electronic presentations are encouraged) that convey information extracted from the written report. The presentation should be limited to 15 minutes maximum with 6 to 9 viewgraphs recommended. This presentation should be viewed as a technical presentation, emphasizing the value of the subcommittee to the propulsion community. The details of the programmatic activities are to be reserved for the written Subcommittee report. The presentation guidelines are as follows.

- Overhead (1) Title chart. Name of subcommittee and name and affiliation of presenter. This should normally be the TSG chairperson.
  
- Overhead (2) Organizational chart showing the current TSG and panels/panel chairs. Identify any changes.
  
- Overhead (3) Status of subcommittee and panel tasks.
  - Purpose of panel – why does it exist?
  - What did it accomplish since last reporting period? (note - meetings are not considered accomplishments.)
  - How active is it? Have the scheduled tasks slipped? Why?
  - What is planned for the next reporting period?
  - Plans for retention of the panel.
  
- Overhead (4) Meetings/workshops/publications.
  - Meeting/workshop objectives
  - Meeting/workshop accomplishments, including publications, white papers, etc.
  
- Overhead (5) Subcommittee response(s) to EC action items from last JANNAF EC meeting.
  
- Overhead (6) Technical Area Trends and Pressures
  
- Overhead (7) Subcommittee issues and recommendations.
  - Are all Services and NASA adequately represented on the TSG?
  - Are you receiving the necessary support from the EC?
  - Can the EC provide any help at this time?
  - Why should the subcommittee continue?

**APPENDIX D (Exhibit A)**

**GENERIC SUBCOMMITTEE  
ORGANIZATIONAL STRUCTURE**



## APPENDIX D (Exhibit B)

### GENERIC SUBCOMMITTEE PANEL MEMBERSHIP ROSTERS

#### Panel One

Mark Johnson, JPL (Chairperson)  
Names & affiliations

Names and affiliations

#### Panel Two

Bess Anderson, ARL (Chairperson)  
Names & affiliations

Names and affiliations

**APPENDIX E**  
**JANNAF PROPULSION MEETING**  
**TYPICAL PLANNING TIMETABLE**

Weeks before meeting	Action	Action By
60	Telecon to determine mission areas for inclusion in the Meeting Announcement and Call for Papers. Identify a responsible Program Committee (PC) Member for each area.	PC
58	Description of each mission area for publication in the Meeting Announcement and Call For Papers is due at CPIAC.	PC
56	Distribute a draft version of the Meeting Announcement and Call For Papers to PC members for review.	CPIAC
55	PC Members review the draft version of the Meeting Announcement and Call For Papers.	PC
54	Deadline for changes to the Announcement and Call for Papers.	PC
51	Distribute Announcement and Call for Papers to propulsion community.	CPIAC
36	Abstracts due at CPIAC.	Authors
36	Deadline for submission of the Subcommittee's Best Papers and recommended Workshop Topics.	Subcommittee Chairmen
36	Deadline for submission of topics for the Government Laboratory's briefings to industry. Topics and invited speakers are to be communicated to CPIAC by members of the JANNAF Executive Committee.	Executive Committee
34	Distribute abstracts along with listings of the recommended Subcommittee Best Papers, Workshops and Government Briefings to Industry Topics to the PC.	CPIAC
32	Program Committee Meeting at meeting site. PC Members provide final selection of papers, session titles, and Session Chair/Co-Chairmen. A preliminary block diagram of the entire meeting program (i.e. JPM, Subcommittee Workshops, and Government Briefings to Industry) will also be developed at this time.	PC/CPIAC
30	Mail acceptance/rejection letters to authors and confirmation letters to BFI presenters.	CPIAC
28	Mail confirmation letter, session guidelines, and copies of respective abstracts to Session Chairmen.	CPIAC

20-27	Contact speakers in your session; answer any questions speakers have and advise them that a short biography will be required for introductory purposes. At this time, Chairmen should emphasize the deadline dates for manuscripts and manuscript clearance forms, and determine if any changes have been made since submittal of the abstract (i.e. paper title, speaker/co-authors, security classification of presentation). Communicate changes promptly to CPIAC.	Session Chairmen
19	Distribute a draft version of the Meeting Invitation and Preliminary Program to PC and Session Chairmen for review.	CPIAC
17-18	Review preliminary program for accuracy. Communicate changes to CPIAC.	PC / Session Chairmen
16	Deadline for changes to Meeting Invitation and Preliminary Program.	PC / Session Chairmen
14	Forward Meeting Invitation and Preliminary Program to propulsion community.	CPIAC
10	Mail reminder letters to Authors and Session Chairmen regarding equipment requirements, hotel reservations, and paper submission deadline dates.	CPIAC
6-10	Contact speakers for changes to the final program (i.e. paper title, speaker/co-authors, security classification of presentation). Ensure that manuscript, paper and personal security clearances will be submitted by the deadline dates. Changes and/or problems should be communicated to CPIAC as soon as possible.	Session Chairmen
5	Papers and paper clearances are due at CPIAC. <b>Those not received by this date may be removed from the final program.</b>	Authors
4	Deadline for submission of changes to the final program.	Session Chairmen / Authors
4	Deadline for reservations at the meeting hotel.	Attendees
2	Deadline for receipt of personal security clearances and registration fees at CPIAC.	Attendees
0	JANNAF Propulsion Meeting	

**APPENDIX F**

**ADMINISTRATIVE / SECURITY REQUIREMENTS FOR  
TECHNICAL MEETINGS OF THE SUBCOMMITTEES**

<b>Subject</b>	<b>Classified</b>	<b>Unclassified But Limited</b>	<b>Unclassified But Unlimited</b>
DoD Instruction	5200.12 (May 16, 1988)	5230.27 (Oct. 6, 1987)	5230.27 (Oct. 6, 1987)
Prior Written Authorization By Head Of Appropriate DoD Security	Yes	No	No
Security Plan	Yes	No	No
Attendance Limitations	U.S. Citizens	U.S. Citizens	None
Personal Security Clearances	Yes	No	No
Need-To-Know	Yes	No	No
Mil. Critical Tech. Data Agreement Signature (DoD Form 2345)	No	Yes	No
Site	Cleared U.S. Contractor/U.S. Government Facility	Anywhere	Anywhere
Picture Id	Yes	Yes	No
Meeting Badges	Yes	Yes	Yes
Hand Stamping	Yes	No	No
Guards At Rooms	Yes	Yes	No

**APPENDIX G  
SUBCOMMITTEE MEETING  
TYPICAL SUBCOMMITTEE MEETING PLANNING TIMETABLE**

Weeks before meeting	Action	Action By
52	Telecon to determine session topics for inclusion in the Meeting Announcement and Call for Papers. Identify a responsible Program Committee (PC) Member for each topic area.	TSG
50	Provide description of each topic area for publication in the Meeting Announcement and Call For Papers to CPIAC.	PC
48	Distribute a draft version of the Meeting Announcement and Call For Papers to the PC for review.	CPIAC
46	PC Members review the draft version of the Meeting Announcement and Call For Papers, and submit changes to CPIAC.	PC
44	Distribute Announcement and Call for Papers to propulsion community.	CPIAC
32	Abstracts due at CPIAC.	Authors
30	Distribute abstracts to the PC.	CPIAC
28	Deadline for submission of Workshop and Specialist Session Topics.	PC / TSG
28	PC Members provide final selection of papers, session titles, and Session Chair/Co-Chairmen. A preliminary block diagram of the entire meeting program will also be developed at this time.	PC / CPIAC
26	Mail acceptance/rejection letters to authors	CPIAC
24	Mail confirmation letter, session guidelines, and copies of respective abstracts to Session Chairmen.	CPIAC
19-23	Contact speakers in your session; answer any questions speakers have and advise them that a short biography will be required for introductory purposes. At this time, Chairmen should emphasize the deadline dates for manuscripts and manuscript clearance forms, and determine if any changes have been made since submittal of the abstract (i.e. paper title, speaker/co-authors, security classification of presentation, etc.). Communicate changes promptly to CPIAC.	Session Chairmen
18	Distribute a draft version of the Meeting Invitation and Preliminary Program to PC and Session Chairmen.	CPIAC
16-17	Review preliminary program for accuracy. Communicate changes to CPIAC.	PC / Session Chairmen
15	Deadline for changes to Meeting Invitation and Preliminary Program.	PC / Session Chairmen

12	Forward Meeting Invitation and Preliminary Program to propulsion community.	CPIAC
8	Mail reminder letters to Authors and Session Chairmen regarding equipment requirements, hotel reservations, and paper submission deadline dates.	CPIAC
6-8	Contact speakers for changes to the final program (i.e. paper title, speaker/co-authors, security classification of presentation, etc.). Ensure that manuscript, paper and personal security clearances will be submitted by the deadline dates. Changes and/or problems should be communicated to CPIAC as soon as possible.	Session Chairmen
5	Papers and paper clearances are due at CPIAC. <b>Those not received by this date may be removed from the final program.</b>	Authors
4	Deadline for submission of changes to the final program.	Session Chairmen / Authors
4	Deadline for reservations at the meeting hotel.	Attendees
2	Deadline for receipt of personal security clearances and registration fees at CPIAC.	Attendees
0	Subcommittee Meeting	

## APPENDIX H

### DIRECTIVE FOR JANNAF WORKSHOP COORDINATORS

This workshop directive provides guidance for JANNAF workshop coordinators for the organization and conduct of workshops, and the reporting of results. Workshop coordinators are required to follow this directive, even though it is recognized that strict adherence to the directive may be difficult for some workshops. Exceptions to the directive may be granted only by the subcommittee's EC Liaison Officer.

The rationale for this directive and details for successful workshop coordination are presented in the following paragraphs. A typical timetable and summary of the workshop coordinator responsibilities is presented as [Exhibit A](#) to this Appendix.

#### 1.0 THE CONCEPT OF WORKSHOPS

A need exists to reduce the time between attainment and application of new results in all areas of propulsion research. This time can be substantially reduced if people who are knowledgeable in a given area are called together to discuss and resolve problems. The JANNAF workshops provide the means for conducting such meetings in an effective manner. The objective of a JANNAF workshop is to exhaustively review and evaluate the present state-of-knowledge for a given topic and summarize the areas of agreement. Where agreement is not possible, the remaining bases of contention are to be clarified and investigations required for resolution are to be determined. It is important to note that workshops are not just another forum for the presentation of technical papers. Active discussion is anticipated and expected, and a formal report is required.

#### 2.0 TYPES OF WORKSHOP MEETINGS

To accomplish the previously stated objective, a workshop should address a topic of narrow scope. If the topic is too broad, it is difficult to focus attention on specific problem areas. In addition, the number of workshop participants can become unwieldy as individuals are chosen to represent too many different areas of discussion. In some cases, however, an area of research could be new and unorganized to the extent that topics of narrow scope cannot be clearly identified. To allow for this situation, two types of workshops are allowed:

- A workshop having a broad scope with the objective of bringing people together to discuss an area of propulsion and delineate topics of narrower scope.
- A workshop of narrow scope that addresses the principal objective of workshops as stated in the preceding section.

#### 3.0 CLASSIFICATION OF WORKSHOPS

Workshops may be unclassified or classified, depending upon the information that will be presented and discussed. The meeting security guidelines for a workshop are the same as those for subcommittee meetings. The administration and security requirements and arrangements, listed in [Appendix F](#), are to be enforced.

Registration forms for use at either unclassified or classified workshops may be obtained from the appropriate CPIAC representative.

#### **4.0 RESPONSIBILITIES OF THE WORKSHOP COORDINATOR**

The workshop coordinator has four responsibilities:

- to select participants for the workshop,
- to organize the workshop,
- to serve as chairperson for the workshop, and
- to evaluate and report the workshop results.

If desired, the workshop invitation and agenda, prepared by the workshop coordinator, can be distributed to the workshop participants by the CPIAC representative. The general procedure is to forward a copy of the material to be distributed to CPIAC along with a mailing list.

#### **5.0 SELECTION OF WORKSHOP PARTICIPANTS**

The success of a workshop is dependent upon the number of participants as well as their up-to-date knowledge of, and interest in, the workshop subject. Too many participants tend to suppress active discussions. On the other hand, too few participants tend to limit the overall scope and acceptance of results. The number of participants should typically be less than 20, excluding observers. Observers may be personnel from the host laboratory or individuals that request attendance for the purpose of gaining knowledge without actively participating in the workshop. (Observers are not expected to participate).

Observers should probably not be invited to the workshop unless one of the prime objectives of the workshop is communication to some select group of observers. In any event, the number of observers should be minimized so that the atmosphere of a workshop is preserved. A list of prospective participants may be obtained by requesting that members of appropriate technical panels submit names of individuals who are actively working in areas related to the workshop subject. The final selection of participants is the responsibility of the workshop coordinator. Members of the appropriate TSGs, the JANNAF EC Liaison Officers, and the CPIAC representatives should all receive meeting information and should automatically receive invitations.

#### **6.0 ORGANIZING THE WORKSHOP**

The effectiveness of a workshop can be enhanced by carefully planning the workshop and developing a complete agenda. The agenda should be designed with a goal of promoting communication among participants such that important subjects germane to the workshop are reviewed and the present state-of-knowledge is evaluated. Areas of agreement should be identified and remaining areas of controversy should be clarified so that maximum benefits can be derived from future investigations pertaining to the workshop subject. The workshop goals and definition of problems to be discussed should be established by the coordinator and endorsed by the participants prior to the workshop. The coordinator should conduct the workshop in accordance with the proposed agenda.

Attention must be given to the probability that certain subjects or issues can result in intense debates. A properly planned agenda provides the basis for controlling such debates and directs the discussion along lines that are most fruitful in achieving the workshop goals. One approach that has been successful in the past is to organize the workshop in such a manner that topics requiring debate are introduced late in the agenda. The use of a trained facilitator is also helpful.

Most workshops do not need to exceed two days (about 16 hours) in length. Between 10 to 12 hours should be devoted to presentation of data and workshop discussion. The remaining time should be reserved for delineating the workshop findings and developing recommendations and preparing a summary of the workshop results. Quite obviously, times assigned to different topics will be dependent upon the nature of the workshop; however, adequate time for developing conclusions and recommendations is of utmost importance.

It has been found that night meetings are not as effective as day meetings. Thus, efforts should be made to hold the workshop during the day. Guidelines for preparing an agenda are presented in the following paragraphs.

## **6.1 Outline of the Workshop Agenda**

A suggested outline for the agenda that conforms to the aforementioned goals of a JANNAF workshop is as follows:

### **6.1.1 Definition of Workshop Goals**

In this section, the objectives of the workshop and constraints that will be imposed on discussions throughout the workshop are stated by the workshop coordinator. This should be done with minimum group participation and should take no more than about 15 minutes.

### **6.1.2 Brief Presentation by Participants**

Each participant, as appropriate, presents material that is pertinent to the central theme or some specific aspect of the workshop. The length of these presentations depends on the number of participants speaking and the method that appears most appropriate for segregating topics. For example, some participants could present theoretical aspects while others present experimental aspects of a problem. Regardless of how this is done, however, it is suggested that a firm time limit be set for each presentation. Questions and discussion should be minimized here. In this way, arguments and debates can be deferred until all pertinent material is presented to the participants. Handouts of the presenter's visual aids should be made available to the other participants. For a two-day workshop (16 hours), this part of the workshop should take 4 to 6 hours.

### **6.1.3 Discussion of Specific Aspects of Workshop Topics**

In this phase, the workshop participants should address specific questions related to the central theme of the workshop. These questions should be answered by group participation. It is here that debate concerning the presentations should be permitted. By properly forming the questions, the workshop coordinator can direct the group along lines that appear most fruitful to accomplish the workshop goals. It is suggested that there be more questions listed than can be addressed in the workshop. Accordingly, the most important questions should be covered first. The time

allotted to any one question depends on the importance of that question, with adjustments in the schedule made by the coordinator in concert with the participants.

For each question or topic of debate, participants should be able to refer to their presentations; however, the chance to informally present additional material should not be prohibited. The result for one question could be:

- The issue is resolved and a statement pertaining to the issue is endorsed by the workshop participants.
- The issue is not resolved. Available material is reviewed and new work is suggested that could lead to resolution of the problem.
- The issue cannot be resolved and the issue is fundamental to the central theme of the workshop. The controversy could be extensive enough to warrant a future workshop.

In each case, the outcome must be documented and endorsed by the participants.

#### **6.1.4 Conclusions and Recommendations**

This phase is intended to combine the results of the workshop. In the preceding section (Discussion of Specific Aspects of Workshop Topics), the participants are forced to adhere to questions related to subjects agreed upon prior to the workshop. Now the opportunity is presented to generalize and expand the scope of discussion to broader areas. For example, suggestions for future research in a given area can be addressed in this phase. All conclusions and recommendations must be documented.

### **6.2 The Tentative Agenda**

When the coordinator has established an agenda that seems appropriate for the workshop, copies should be distributed along with a cover letter to each proposed participant with specific assignments noted where necessary. This letter can also serve as the invitation to attend the workshop. The participants should be asked for their comments on the content of the tentative agenda. In addition, a request should be made for the type of audio-visual equipment required. This communication provides an opportunity for participants to contribute to the development of a successful agenda. The participants should be asked to respond by a given date. It should be pointed out to each recipient of the tentative agenda that no response to the letter will be interpreted as an endorsement of the tentative agenda and may also be used as a means of eliminating candidate attendees if the list is inconveniently large.

### **6.3 The Final Agenda**

When all comments on the tentative agenda are received, the final agenda can be prepared. This should be mailed to all participants along with detailed information regarding the meeting site and date.

## **7.0 THE WORKSHOP**

### **7.1 Workshop Location**

To the extent possible, the workshop should be coordinated with some larger, relevant meeting that would be attended by many of the participants. This coordination will minimize transportation costs.

### **7.2 The Meeting Room**

The meeting room should contain the following equipment:

- Table for participants
- Seating for observers away from table
- Blackboard and/or Flipchart
- Audio-visual equipment as needed by participants
- Tape recorder (optional, and only if not a security issue)

The optimum seating arrangement for the workshop places the invited participants and the workshop coordinator around a single table with observers seated away from the table. This arrangement provides minimum distraction from observers and tends to discourage them from actively participating in the workshop. The use of multiple table arrangements that place the participants at opposite ends of a room should be avoided. In some cases, arrangements for seating will not be known until the day of the workshop. If this occurs, the coordinator should arrive in the meeting room prior to the assembly time and move tables and chairs to achieve an optimum seating arrangement.

A blackboard and/or flipchart should be placed in the room at a position where it can be easily viewed by all participants. The type of audio-visual equipment should be determined prior to the workshop and all participants should be informed of the availability of such equipment.

Because the use of a tape recorder serves only to help the coordinator in reporting the results of the workshop, its use is optional and may not be permitted at a classified workshop. It does, however, minimize possible contention regarding what was said, as well as the burden of responsibility on the coordinator for objectivity in the documentation of workshop results.

### **7.3 Conducting the Workshop**

The coordinator must be in control of the workshop at all times. Participants should have copies of the final agenda; additional copies should be available for observers.

The coordinator should start the meeting by stating the workshop objectives and establishing constraints that will be imposed on discussion topics.

The coordinator should not hesitate to stop any discussion that is not germane to the subjects outlined in the final agenda. In addition, monopoly of discussion by one participant should be

discouraged even if it is along the subject outlined on the final agenda. In short, the coordinator must play a strong role in conducting the workshop if success is to be achieved. Two of the more difficult tasks will be to recognize when it is worthwhile to deviate from the agenda and when to achieve consensus on important issues.

## **8.0 PREPARATION OF THE WORKSHOP REPORT**

The report on workshop activities is a concise summary of all pertinent information brought forth in the workshop. The report will be objective and restricted to what actually occurred during the workshop.

A draft of the report will be circulated among the participants for their comments and suggestions as soon as feasible following the workshop. Suggested revisions should be consistent with what actually transpired in the meeting. Controversy can be avoided if tape recordings and hand-outs of the meeting are used.

Following agreement among the workshop participants, the draft report is to be reviewed by the appropriate subcommittee TSG members, including the EC Liaison Officers. This group gives the final approval for publication.

Based on the written report, a 15-minute presentation of the workshop results will be prepared and presented at the next technical meeting of the subcommittee. It is not necessary for the workshop coordinator to submit an abstract for the meeting. Acceptance of the presentation and publication of the report in the subcommittee meeting proceedings is automatic.

Finally, a brief summary of the major technical findings and conclusions of the workshop will be part of the periodic report of the subcommittee and will be presented to the JANNAF EC. Workshop coordinators are to provide the summary and briefing material to their subcommittee chairperson for this purpose

**APPENDIX H (Exhibit A)**  
**Typical Workshop Tasks / Planning Timetable**

Weeks before / after workshop	Action	Action By
-12	Request names of participants from appropriate technical panels. Review names of participants and select workshop participants. Develop a tentative agenda for the workshop.	Workshop Coordinator / CPIAC
-8	Distribute the workshop invitation and tentative agenda to selected participants. Request that replies to the invitation be made no later than two weeks after receipt of the invitation. Information copies should be sent to members of the subcommittee TSG and the EC Liaison Officer. The workshop invitation should include: Workshop dates and location Security level / requirements for attendance Request to be a workshop participant Tentative agenda Registration form Hotel information Request for audio-visual equipment requirements Request for approval of or modifications to the tentative agenda	CPIAC
-3	Review comments on tentative agenda and prepare final agenda.	Workshop Coordinator
-2	Distribute the final workshop agenda to the participants. Distribute information copies to members of the subcommittee TSG and the EC Liaison Officer. Remind participants that electronic copies of their presentations are due at CPIAC one week prior to the workshop. Inform participants of the specific number of handouts required for distribution at the workshop.	CPIAC
0	Conduct workshop. Checkout seating arrangements and audio-visual equipment prior to the scheduled start of the workshop.	Workshop Coordinator / CPIAC
+1	Prepare a draft report of the workshop results.	Workshop Coordinator
+2	Distribute draft report of workshop results to the workshop participants for review and comment. Request comments no later than three weeks after distribution of the draft workshop report.	CPIAC
+5 - 6	Incorporate comments where appropriate, and send the edited draft workshop report to the subcommittee TSG for review. Request comments no later than three weeks after receipt of the edited report.	Workshop Coordinator / CPIAC
+9 - 10	Incorporate comments where appropriate.	Workshop Coordinator
+12	Publish and distribute the workshop final report. Send information copies of the workshop report to members of the subcommittee TSG and the EC Liaison Officer.	CPIAC
-	Present workshop report at the next subcommittee meeting or JPM.	Workshop Coordinator
-	Present a summary of the technical findings of the workshop as part of the periodic subcommittee review briefing to the JANNAF EC.	Subcommittee Chairperson

## APPENDIX I

### AWARDS

Recognizing outstanding achievement or exceptional service to JANNAF is considered one of the primary responsibilities of the EC and the Subcommittee TSGs. Awards, Letters of Appreciation, and Letters of Commendation are usually considered, authorized, and presented by the appropriate subcommittee. However, that role falls to the EC if the achievement or service is in a technical area that is not covered by an existing subcommittee, or if the achievement or service is of such scope or magnitude that an EC Award is justified.

#### SUBCOMMITTEE AWARDS

Each subcommittee will determine its own awards program. In general, these awards should recognize outstanding technical achievement or exceptional service to JANNAF. The subcommittee's awards program will be approved by the EC, but maximum latitude will be given the TSG in determining the types of awards, how awardees are selected, and how and when the awards are presented.

#### EXECUTIVE COMMITTEE AWARDS

**Who May Nominate:** Any member or organization of the JANNAF community may nominate candidates for any of the awards.

**How to Nominate:** All award nominations should be submitted to the EC via CPIAC on the Award Nomination Form ([Exhibit A](#) to this appendix). A summary of the nominee's accomplishments must accompany this nomination form. Additional pages may be used to provide the nominee's justification, education, professional assignment, honors, etc. Letters of endorsement can be used to support the nomination. Nominations involving more than one individual should be combined on one form. The submitted material should not exceed five (5) pages, plus any letter of endorsement.

**Nomination Deadlines:** Nomination packages are accepted throughout the year. However, since the EC awards are presented at the JPM, nominations need to be received by the EC at least six months prior to that meeting for consideration in an EC meeting prior to the JPM.

**Awards Presentation:** The awards are presented at a plenary session during the JPM, usually immediately following the keynote address. Any awardees not present at the meeting will be acknowledged, and the award will be forwarded to their supervisor, if appropriate, for presentation at their work site. If the non-attending individual is retired, an attempt will be made for an EC member to personally present the award.

**Awards:** The EC will determine the type of award to present, though the individual or organization making the nomination may suggest the type of award. As noted earlier, awards can be for technical achievement or service to JANNAF. These can be one-time achievements, or in recognition of a lifetime of effort. The award includes the awardee's name and organization, the JANNAF seal, and a short summary of why the award is being presented. In order of significance, the awards are as follows:

- Lifetime Achievement Award – A plaque and/or gift selected by the EC.
- Special Service Award – A plaque and/or gift selected by the EC.
- Letter of Commendation – A copy is also sent to the awardee's supervisor, if appropriate.
- Letter of Appreciation – A copy is also sent to the awardee's supervisor, if appropriate.

## APPENDIX I (Exhibit A)

### JANNAF EXECUTIVE COMMITTEE AWARD NOMINATION FORM

1) Name of Award (optional):
2) Nominee's Full Name/Position/Affiliation (complete address and phone number, e-mail address):
3) Proposed Citation (In 25 words or less, describe specific documented contributions of the nominee):
4) Nominee's Supervisor (If appropriate, and if you would like the Executive Committee to contact the nominee's supervisor following selection for the award, please provide the supervisor's name and complete address, including phone number and e-mail address):
5) Nominator's Full Name/Position and Affiliation (complete address and phone number, e-mail address):
6) Nominator's Signature and Date:

**Nomination Procedure:** A summary of the nominee's accomplishments must accompany this nomination form, along with a brief biography. Additional pages may be used to provide the nominee's justification, education, professional assignment, honors, etc. Letters of endorsement may be used to support the nomination. Nominations involving more than one individual should be combined. The submitted material should not exceed five (5) pages, plus any letters of endorsement. The nomination package should be submitted to CPIAC for distribution to the Executive Committee.