

JANNAF INTERAGENCY PROPULSION COMMITTEE

JOINT ARMY-NAVY-NASA-AIR FORCE

MONTH DAY, YEAR

MEMORANDUM

To: APPOINTEE NAME
ADDRESS

From: TSG CHAIR NAME
ADDRESS

Subj: CONFIRMATION OF APPOINTMENT TO THE TSG OF THE JOINT-ARMY-NAVY-NASA-AIR
FORCE (JANNAF) SUBCOMMITTEE (ABBRV.)

1. APPOINTEE NAME has been appointed to the SUBCOMMITTEE Technical Steering Group (TSG).
2. The responsibilities of TSG members are to attend and participate in subcommittee meetings (held at 18-month intervals) and routine teleconferences; to develop and assess the plans, programs, and progress of the subcommittee and its technical panels; and to promote the exchange of relevant technical information through JANNAF.
3. JANNAF exists to promote and facilitate the intra-agency exchange of critical technical information in a controlled access environment; to establish standards; to assist and effect coordination of research, exploratory development, and advanced development programs in the areas of rocket, missile, space, and gun propulsion technologies; and to accomplish problem solving in areas of joint agency interest. More information on the JANNAF organization and its policies and procedures may be found at <http://www.jannaf.org>.
4. As SUBCOMMITTEE TSG Chair, I welcome you to our Subcommittee. Please contact me at (XXX) XXX-XXXX or EMAIL ADDRESS should you have any questions.

TSG CHAIR NAME
TSG Chair, SUBCOMMITTEE

cc:

Executive Committee Liaison:

NAME
ORG
CONTACT INFORMATION

ERG Technical Representative:

NAME
JHU Energetics Research Group
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ERG provides technical and administrative support to the JANNAF Interagency Propulsion Committee

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