



# JANNAF Policy & Best Practices Manual

## Appendix B

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### Forms & Letters

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**Date:** 12 July 2023

**Version:** 1.0

The Johns Hopkins University  
Whiting School of Engineering  
Energetics Research Group  
10630 Little Patuxent Parkway, Suite 202  
Columbia, MD 2104-3286



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Version 1.0

Approved by the JANNAF Technical Executive Committee on 5/23/2023

This manual serves to codify the organization, roles, responsibilities, policies, procedures, and best practices of the JANNAF Technical Committee.

Other sections of the JANNAF policy and best practices documents are contained in separate volumes:

**JANNAF Charter**

**JANNAF Policy & Best Practices Manual**

Vol I. JANNAF\*

Vol II. JANNAF Technical Committee

Vol III. Programmatic & Industrial Base\*

Vol IV. JANNAF Meetings\*

Vol V. JPM Program Committee\*

Appendix A: Official JANNAF Named Positions\*

Appendix B: Forms & Letters

Appendix C: JANNAF Products & Publications\*

Appendix D: JANNAF Journal\*

Glossary\*

\* Not published. Refer to the JANNAF Support Contractor for guidance on policies and best practices.

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## **B FORMS & LETTERS**

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JANNAF template documents, letters, and forms are included in this appendix. Editable versions of each are available from the JANNAF Support Contractor.

## JANNAF Technical Executive Committee / PIB Executive Committee and Subcommittee Award Nomination Form

Name of Award:

### Nominee Information

Title:  Dr.  Mr.  Ms.  Other

Name:

Organization:

Address:

City:

State:

ZIP Code:

Phone:

Fax:

Email:

### Proposed Citation

**Nominee's Supervisor (optional—if you would like the Executive Committee to contact the nominee's supervisor following selection for the award, please provide the information below.)**

Title:  Dr.  Mr.  Ms.  Other

Name:

Organization:

Address:

City:

State:

ZIP Code:

Phone:

Fax:

Email:

### Nominator

Title:  Dr.  Mr.  Ms.  Other

Name:

Organization:

Address:

City:

State:

ZIP Code:

Phone:

Fax:

Email:

Signature:

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 the appropriate JHU WSE ERG technical representative for distribution to the Executive Committee.

## JANNAF FELLOWSHIP NOMINATION FORM

Category:       Technical       Programmatic

### Nominee Information

Name:

Organization:

Address:

City:

State:

ZIP Code:

Phone:

Fax:

Email:

### Proposed Citation

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### Nominee's Supervisor (optional – if you would like the JANNAF Fellowship Committee to contact the nominee's supervisor following selection for the award, please provide the information below.)

Name:

Organization:

Phone:

Email:

### JANNAF Subcommittee TSG Chair:

Name:

JANNAF Subcommittee:

Phone:

Email:

Signature:

Date:

### Nomination Procedure

A summary of the nominee's technical or programmatic contributions and service to JANNAF must accompany this nomination form. The nomination should not exceed 3 pages (12 pt font, standard margins) and can include the following in appendices:

- The nominee's CV
- Up to three letters of recommendation

The nomination package can only be submitted by a JANNAF Subcommittee Technical Steering Group Chair to the JANNAF Fellowship Committee Chair for distribution to the JANNAF Fellowship Committee.

# Request to Hold a JANNAF Workshop

JANNAF  
Subcommittee

This form is necessary to hold a workshop. Please fill out all the necessary information and submit to your ERG technical liaison or to Shelley Cohen at [scohen@erg.jhu.edu](mailto:scohen@erg.jhu.edu)

Workshops must be approved in order to be included in the JANNAF meeting final program; this form is the first step in the approval process. For more information please refer to the "JANNAF Workshop Guide for Chairs."

## PART A

\* Required fields marked with an asterisk

**Workshop Title:**\*

**Workshop Security Classification:**\*  Unclassified  Secret

**Length of Workshop:**\*  4 hours  8 hours  2 Day  3 Day Other:

**JANNAF Subcommittee:**  APS  CS  EPSS  LPS  MSS  SPS  JPM  
 PEDCS  PSHS  RNTS  SEPS  SMBS  PIB

**Workshop Chair**\*

Title:  Dr.  Mr.  Ms.  Other

Name:

Organization:

Address:

City:

State:

ZIP Code:

Phone:

Email:

**Workshop Co-Chair (if applicable)**

Title:  Dr.  Mr.  Ms.  Other

Name:

Organization:

Address:

City:

State:

ZIP Code:

Phone:

Email:

**Designated Note-Taker (not an ERG staff member)**\*

Name:

Organization:

Phone:

Email:

**Workshop Background**\*



Please briefly describe the technical need for this workshop. This description will form the introductory text for the workshop in the JANNAF meeting program.

N:MEETNG FILES/JANNAF/MEETING RESOURCES/Forms/Generic Forms/Generic Workshop Reg Form

# Request to Hold a JANNAF Workshop

**JANNAF  
Subcommittee**

## Workshop Goals\*

Specific objective(s) of the workshop and planned accomplishments. The outcome of the workshop is required to be submitted to ERG in the form of a workshop final report describing these achievements in detail.

Insert your objectives here. . .

## Responsibilities of the Workshop Chair\*

I understand that the workshop chair's responsibility is to ensure that all presentations and papers associated with this workshop have clearance forms submitted to ERG prior to the workshop.

I understand that the workshop chair is responsible for submission of a workshop final report for publication by ERG.

I agree to complete Part B of this form no later than 10 weeks prior to the JANNAF meeting

## Signatures of Approval\*

Approver	Name	Signature
Workshop Chair		
Subcommittee TSG Chair		

## PART B

## Agenda\*

For each agenda item include the presentation title, presenter's name, organization, and email, as well as an approximate presentation time length. Including an agenda item for discussion periods results in successful workshops, for discussion periods it is best to designate a leader.

Insert your agenda here...

# Request to Hold a JANNAF Workshop

**JANNAF  
Subcommittee**

## Invited Workshop Participants\*

A list of invited participants is required. Please include names, organizations, and e-mail addresses.

## Signatures of Approval\* (the ERG Technical Liaison will handle the approval process)

Approver	Name	Signature
Executive Committee Liaison		
ERG Director	Peter Zeender	

↓ **ERG INTERNAL USE ONLY** ↓

Assigned Tech Staff:

Approximate Number of Participants:

Approximate Number of Participants Attending the JANNAF Meeting Just for this Workshop:

Notes:

Complete and return this form via:

Email: [scohen@erg.jhu.edu](mailto:scohen@erg.jhu.edu)

Fax: 410-730-4969

Mail to: JHU-ERG, 10630 Little Patuxent Pkwy, Suite 202, Columbia, MD 21044-3286

Form Date: 3/14/2012

# 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  
10630 Little Patuxent Pkwy, Suite 202  
Columbia, MD 21044  
Phone: (XXX) XXX-XXXX  
e-mail: EMAIL ADDRESS

*ERG provides technical and administrative support to the JANNAF Interagency Propulsion Committee*

JHU Energetics Research Group • 10630 Little Patuxent Parkway, Suite 202, Columbia, MD 21044-3286  
Telephone: (410) 992-7300 • Telefax: (410) 739-4969 • E-mail: [info@erg.jhu.edu](mailto:info@erg.jhu.edu)

# JANNAF INTERAGENCY PROPULSION COMMITTEE

JOINT ARMY-NAVY-NASA-AIR FORCE

MONTH DAY, YEAR

Dear NAME,

This coming MONTH, the Joint Army-Navy-NASA-Air-Force (JANNAF) Interagency Propulsion Committee will hold its SUBCOMMITTEE LIST Joint Subcommittee Meeting. I serve as the General Meeting Chairman/Program Chairman of this upcoming meeting, and one of the most important tasks for me to fulfill is to secure a Keynote Speaker.

JANNAF is the primary way that the U.S. propulsion industry shares limited distribution (not for public release, CUI, ITAR, etc.) data and information on propulsion, energetics, and associated systems. Your expertise in INSERT REASONS THE SPEAKER WILL BE A GOOD KEYNOTE. The audience will largely consist of engineers and scientists that are the nation's foremost experts in propulsion, energetics, and associated systems. Attendance at this JANNAF meeting will include 300 to 400 participants from the DoD, NASA, and their U.S. contractors in the propulsion industry.

The JANNAF meeting will take place from INSERT DATES, at the INSERT LOCATION Hotel in CITY, STATE, and the keynote presentation will be held on Tuesday morning, INSERT DATE. Keynote presentations are typically about 45 minutes long, beginning at approximately 8:00 a.m. At a minimum, you would be requested to arrive on Monday and could depart any time following your presentation. However, you are welcome to attend some or all of the meeting with complimentary registration from the meeting organizers, who will also provide up to two complimentary nights in the host hotel. You are also invited to have breakfast with the present members of the JANNAF Executive Committee.

The JANNAF joint subcommittee meetings usually have an excellent participation level, and bringing in a keynote speaker such as you will only add to the interest of the attendees. For additional information about the scope and purpose of the JANNAF meeting, you may wish to visit the meeting website at INSERT WEB URL.

We shall be delighted if you were to accept the invitation to present the Keynote Address. I respectfully request your reply in the next few days, if at all possible, as we would like to announce your participation in the meeting Preliminary Program.

Thank you for your consideration.  
Sincerely,

MEETING CHAIR NAME  
ORG  
ADDRESS  
SUBCOMMITTEE

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JHU Energetics Research Group • 10630 Little Patuxent Parkway, Suite 202, Columbia, MD 21044-3286  
Telephone: (410) 992-7300 • Telefax: (410) 739-4969 • E-mail: info@erg.jhu.edu

## **Recording Consent, Waiver, Indemnity and Release**

I hereby grant permission to Johns Hopkins University – Whiting School of Engineering’s Energetics Research Group (ERG) to record audio and/or video of me and to make recordings of me and/or my voice for the use of archiving technical data for the Joint Army-Navy-NASA-Air Force (JANNAF) Interagency Propulsion Committee (IPC).

I further grant to Johns Hopkins University the right to disseminate this information within distribution guidelines and criteria set forth by the JANNAF IPC, the DoD, and NASA.

### **Waiver, Indemnity and Release**

I hereby waive any right to inspect or approve the use of the recordings or of any written copy. I also waive any right to royalties or other compensation arising from or related to the use of the recordings or materials. I hereby release, defend, indemnify and hold harmless Johns Hopkins University from and against any claims, damages or liability arising from or related to the use of the images, recordings or materials, including but not limited to claims of defamation, invasion of privacy, or rights of publicity or copyright infringement, or any misuse, distortion, blurring, alteration, optical illusion or use in composite form that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution. I am 18 years of age or older and I am competent to contract in my own name. I have read this document before signing below, and I fully understand the contents, meaning and impact of this consent, waiver, indemnity and release. This consent, waiver, indemnity and release is binding on me, my heirs, executors, administrators and assigns.

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Signature

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Date

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