



# JANNAF Policy & Best Practices Manual

## Volume II

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### JANNAF Technical Committee

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Version 1.0

Approved by the JANNAF Technical Executive Committee on 10/2/2023

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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# I TECHNICAL COMMITTEE

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The Joint Army-Navy-NASA-Air Force Interagency Propulsion Committee (JANNAF) is comprised of two committees: The Technical Committee (TC) and the Programmatic & Industrial Base (PIB) Committee. The TC is chartered with technology development coordination and collaboration among the United States (U.S.) Military Departments, Defense Agencies, NASA, industry and academia in the areas of rocket, missile, gun and space propulsion and related energetics and explosives. This is accomplished via technology exchange and the establishment and management of Technical Subcommittees and Panels. The JANNAF TC's output includes data summaries, standardized testing and reporting procedures, safety instructions, scientific and technical information, and formal technical exchanges among the Military Departments, Defense Agencies, NASA and industry. The JANNAF TC functions continuously and actively.

## I.1 GOALS

The overall goals of the JANNAF TC are to strengthen the U.S. rocket, missile, gun, space propulsion and related energetics and explosives technical capability and reduce the timeline and cost from concept to production.

## I.2 PURPOSE

The purpose of the JANNAF TC is to promote and facilitate the exchange of technical information among the JANNAF membership in order to

- effect coordination and avoid unnecessary duplication of basic research, applied research, advanced technology development, advanced component development and prototypes, and system development and demonstration programs
- to accomplish problem solving in areas of common interest
- to support collaboration between and among the member agencies, departments and industry

## I.3 STRUCTURE

The work of the JANNAF TC is directed by the JANNAF Technical Executive Committee (TEC) and its subordinate subcommittee Technical Steering Groups (TSG). These bodies are comprised of military officers or Federal Government employees representing the DoD and NASA stakeholders. As the state of the art in propulsion, explosives and energetics advances, the JANNAF TC evaluates, establishes, and disestablishes subcommittees and panels to reflect the joint interests of the Military Departments, Defense Agencies and NASA.

# 1 TECHNICAL EXECUTIVE COMMITTEE

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## 1.1 PURPOSE

The JANNAF Technical Executive Committee (TEC) is the governing body of the JANNAF Technical Committee and ensures the execution of JANNAF activities in accordance with the JANNAF Charter and contract. The TEC is responsible for oversight of JANNAF Technical Subcommittees and the Joint Propulsion Meeting (JPM) Program Committee, and provides the mechanism for joint-agency oversight of the JANNAF Support Contractor. The TEC shares with the Programmatic and Industrial Base Executive Committee (PEC) the responsibility for the overall management of JANNAF.

## 1.2 MEMBERS

### 1.2.1 DoD Service & NASA Representatives

The TEC will consist of two full-time military officers or Federal Government employees from each JANNAF service or agency.

### 1.2.2 Selection of Service & Agency Members

The DoD Service and NASA representative on the TEC will be appointed by their service or agency and shall be of sufficient rank and experience and in appropriate positions enabling them to make technical and financial decisions (consistent with the contract). Each service or agency will use their own process in the selection, but current members shall recommend and initiate the process of appointing their successor to the TEC upon termination of their employment with the government or resignation from the TEC. Due to the necessity for continuity of management, the tenure of office for members will be at the discretion of each service or agency.

### 1.2.3 Ex-Officio Members

To increase visibility and communication within service and agency commands, the Department of Defense and each JANNAF agency may appoint an Ex-Officio member to the TEC.

Pursuant to the JANNAF Charter, the designated representatives of the DoD Office of the Assistant Secretary of Defense Research and Engineering and NASA Headquarters will be invited to participate in all meetings of the TEC as ex-officio members.

### 1.2.4 JANNAF Programmatic and Industrial Base (PIB) Co-Chairs

To increase communication and coordination between the Technical and PIB parts of JANNAF, the PIB Co-Chairs will be voting members of the TEC.

### 1.2.5 JANNAF Support Contract Contracting Officer's Representative (COR)

The JANNAF Support Contract COR is a non-voting member. However, decisions of the TEC that provide direction and/or impact deliverables of the JANNAF Support Contractor must be



determined to be within the scope and level of effort defined by the JANNAF contract by the COR. The COR serves as an advisor to the TEC on these matters.

#### 1.2.6 Alternate Members

Alternate members may be designated for the purposes of agency and service representation at meetings and for the receipt of information on JANNAF activities and plans.

### 1.3 TEC ROLES

#### 1.3.1 Chair

The TEC Chair is the primary spokesperson for the JANNAF TC; signs official JANNAF TC letters and other documents; is a member of the JANNAF Production and Industrial Base Executive Committee (PEC); chairs TEC meetings and is responsible, with assistance from the JANNAF Support Contractor, for all arrangements, announcements, and minutes of the TEC meetings; presents JANNAF TEC awards during JANNAF Meeting Plenary Sessions.

##### 1.3.1.1 *Deputy Chair*

The TEC Deputy Chair substitutes for the Chair when the Chair is not available.

This position is optional and dependent upon the desires of the current membership of the TEC.

##### 1.3.1.2 *Election of TEC Chair & Deputy Chair*

The TEC Chair is elected from among the members of the TEC. It has been traditional that the Chair is rotated among the four agencies every three years, but it is not mandatory. The Deputy Chair is also elected from among the members of the TEC and should be from a different Service or Agency than the Chair and should be expected to be the next Chair.

#### 1.3.2 TEC Subcommittee Liaison Officer

Each TEC member is assigned as the Liaison Officer to one or more of the subcommittees and represents the interests of their assigned subcommittees at TEC meetings, and the interests of the TEC at their respective subcommittee meetings. They also provide guidance to the Technical Steering Groups (TSG) to ensure the appropriateness of any document published, including workshop reports, or any activity conducted under the JANNAF name. The TEC Subcommittee Liaison is expected to attend the JANNAF meeting for that subcommittee, TSG meetings and phone conferences, and panel meetings to the extent practical.

#### 1.3.3 JANNAF Journal TEC Liaison Officer

A member of the TEC is appointed by the TEC as the Liaison Officer for the JANNAF Journal to represent the interests of the Journal and report on its status at TEC meetings; represent the interests of the TEC to the Journal staff; encourage submission of manuscripts; provide guidance to the Journal staff regarding the peer review process; and to approve Journal release.

## 1.4 TEC RESPONSIBILITIES

### 1.4.1 Creation of Subcommittees and Approval of Charters

The TEC establishes the subcommittees of JANNAF based upon requirements for technology collaboration and exchange in the area of propulsion, explosives, or energetics, approves their charters which specify the scope and objectives of the subcommittee, and is responsible for their operation.

### 1.4.2 Disestablishment of Subcommittees

The TEC disestablishes subcommittees that no longer have the critical mass of technical work or personnel necessary to sustain meaningful collaboration or exchange at the level of a JANNAF Subcommittee. The TEC will determine the technical tasking and oversight handled by the subcommittee still required within JANNAF and will assign that to other subcommittees as required.

### 1.4.3 Review of Subcommittees

The TEC reviews the charter and continuing requirement for each subcommittee based upon the report from the subcommittee (every 18 months), work accomplished, and attendance reports from the JANNAF meetings.

As part of subcommittee review, the TEC approves members of a subcommittee Technical Steering Group (TSG); assists in filling vacancies as required, and approves the selection of TSG Chairs and Deputy Chairs.

### 1.4.4 Executive Committee Awards

The TEC nominates, considers and/or authorizes awards for achievements or service in a technical area not covered by an existing subcommittee or if the achievement or service is of such scope or magnitude that a TEC Award is justified.

### 1.4.5 Appointment of Program Committee Members

The TEC appoints JANNAF Propulsion Meeting (JPM) Program Committee members from their respective Service or Agency to provide for the planning and execution of the JPM.

### 1.4.6 Approval of JANNAF Meeting Workshops, Specialist Sessions and Training

The TEC, through the TEC Subcommittee Liaison, gives final approval for workshops, specialist sessions and training planned for each JANNAF Subcommittee Meeting.

### 1.4.7 Approval of JANNAF Meeting Attendance

The TEC approves the participation, including the limits of that participation, in a JANNAF activity of any individual not normally qualified to participate.

### 1.4.8 Approval of Special Meetings

The TEC, working with the JANNAF Support Contractor COR, approves technical meetings such as workshops, technical interchanges or training to be held under the JANNAF name but not as part of JANNAF Subcommittee Meetings.

#### 1.4.9 Approval of Release of JANNAF Documents

The TEC approves the content of any document or briefing representing the position of JANNAF.

Documents generated via Subcommittee Panel activities must first be approved by that subcommittee's TSG. If the panel jointly reports to multiple subcommittees then each associated TSG must give its approval for publication of the document. Once the subcommittee's TSG(s) have provided their approval for publication, the document shall be provided to the TEC for final approval.

The JANNAF COR will submit JANNAF documents for Scientific & Technical Information (STINFO) review and distribution statement assignment once TEC approves publication.

#### 1.4.10 JANNAF Support Contractor

The TEC, working with the JANNAF Support Contractor COR and the JANNAF PEC, prioritizes the activities of the JANNAF Support Contractor.

### 1.5 TEC MEETINGS

#### 1.5.1 Purpose

TEC meetings provide the principal forum for the conduct of the TEC responsibilities. Because of the need for effective collaboration between the services and agencies of JANNAF, TEC members are expected to attend in person to the extent possible.

#### 1.5.2 Frequency

The TEC will meet as often as required to efficiently and effectively conduct business, but meetings will always be held during the biannual subcommittee meetings. If more frequent meetings are required, they may be conducted by video or phone conference at the discretion of the TEC Chair.

#### 1.5.3 Agenda

The agenda for the TEC meeting is the responsibility of the TEC Chair with assistance from the JANNAF Support Contractor and will include as a minimum the review of the subcommittees that met six months prior, the planning details for the next subcommittee meeting and the status of the current meeting.

#### 1.5.4 Reporting

Minutes of TEC meetings are prepared by the JANNAF Support Contractor and approved by the TEC Chair.

Decisions of the TEC are recorded in the minutes and are communicated to subcommittee TSGs by the TEC Technical Subcommittee Liaison Officer as appropriate. Decisions necessitating modification to JANNAF Technical Committee Manual are reflected in the latest version of this document.

## 2 TECHNICAL SUBCOMMITTEE

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### 2.1 PURPOSE

Technical Subcommittees are established by the TEC to provide a long-term focus on technical issues or propulsion, explosives, and energetics sub-areas that are of continuing interest to the JANNAF community. Technical Subcommittees conduct the technical business of JANNAF, in accordance with the JANNAF Charter, and are defined succinctly to cover specific areas of the scope of technologies as best fit the most current posture of the industry and shared interests of the Military Departments, Defense Agencies, and NASA.

The subcommittee will plan and conduct a meeting to effect technical exchange on a regular cycle of 18 months, coordinated by the JANNAF Support Contractor.

### 2.2 CHARTER

The JANNAF Technical Subcommittees are chartered by the TEC for a specific scope of interest to promote the exchange of technical information and data; forecast future technology trends; assess and interpret current research and development; establish standard tools, procedures and nomenclature; develop analytical techniques and test procedures; develop and maintain computer codes, manuals and handbooks; effect the coordination of government-funded programs; provide expertise for the identification and solution of problems including the establishment of cooperative interagency programs; and capture and preserve essential corporate knowledge. The charter is approved and renewed by the JANNAF TEC during each formal reporting period (nominally every 12 to 18 months).

### 2.3 A NOTE ON OFFICIAL ROLES IN JANNAF

Official roles within JANNAF are not exclusively held by unique individuals. It is possible that a TSG Chair could also be a member of the Awards Committee, Panel Chair, and Mission Area Chair. These activities are subject to the individual's availability to accomplish each of these roles successfully and the support of their management.

In addition, it is acceptable for an individual to hold positions within multiple subcommittees. For example, as Mission Area Chair for Mission Areas in separate subcommittees.

A complete list of named positions within JANNAF can be found in [Appendix A: Official JANNAF Named Positions](#) along with a one-page summary of the responsibilities and requirements of that position.

## 2.4 TECHNICAL STEERING GROUP

### 2.4.1 Purpose

The Technical Steering Group (TSG) is responsible for oversight and management of JANNAF Technical Subcommittees in accordance with its charter.

### 2.4.2 Members

A TSG nominally consists of two full-time military officers or Federal Government employees from each JANNAF service or agency. In special circumstances, when granted permission by the TEC, TSG membership may be extended to other Military Department or DoD Agency civil servants.

Each JANNAF agency may, after appropriate TEC approval, appoint as many members to the TSG of each subcommittee as deemed necessary to adequately cover the technical interests of the subcommittee. In this circumstance, the TSG membership must decide which representatives of their respective agencies may vote, such that no single agency may be granted a disproportionate share of votes.

#### 2.4.2.1 *Selection of TSG Members*

TSG members are selected from among the JANNAF agencies by recommendation of members of the TSG. If the TSG is not aware of a particularly well-suited candidate, the TEC will be consulted for a recommendation.

If appropriate military officer/Government employee is unavailable or if particular expertise is needed on the TSG, employees of nonprofit, university-affiliated organizations, such as The Johns Hopkins University/Applied Physics Laboratory (JHU/APL) or Federally-Funded Research and Development Centers may serve as voting TSG members upon the approval of the TEC.

The TSG chairperson shall provide a letter to the nominee requesting that they be appointed by their agency to serve on the subcommittee TSG. The letter will also include a brief explanation of the responsibilities of the TSG members, including expected attendance at business meetings, subcommittee meetings, and workshops and to assess the plans, programs, and progress of the subcommittee and its technical panels. Once the nominee accepts this letter and, if necessary, obtains concurrence from their supervisor; the nominee then becomes an official member of the TSG.

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

The TEC shall be informed of any changes to the TSG membership.

#### **2.4.2.2 Election of TSG Chairs**

The TSG Chair is elected from among the members of the TSG. It has been traditional that the Chair is rotated among the JANNAF agencies, but it is not mandatory. The Deputy Chair is also elected from among the members of the TSG and should be from a different Service or Agency than the Chair and should be expected to be the next Chair.

The Chair and Deputy Chair serve for a term equivalent to the formal reporting period for the subcommittee (nominally every 18 months). There is no limit to the number of terms a Chair or Deputy Chair can serve on the TSG.

TSG members may volunteer to serve as Chair and Deputy Chair; no formal nomination process is required. Confirmation of the Chair and Deputy Chair is by majority vote of the TSG members.

#### **2.4.2.3 Removal of TSG Members**

TSG members who are absent or not fully executing the duties and responsibilities of TSG membership herein defined may be dismissed by the TSG Chair when a majority of TSG members vote to dismiss.

#### **2.4.2.4 Technical Executive Committee (TEC) Subcommittee Liaison**

The TEC Subcommittee Liaison serves as the conduit between the TSG and the TEC.  
See section 1.3.2.

#### **2.4.2.5 JANNAF Support Contractor Technical Liaison**

The JANNAF Support Contractor will identify an individual with sufficient technical knowledge and background to support the activities of the TSG and subcommittee. The individual is responsible for day-to-day support of the TSG, subcommittee, panels, and mission areas. The Technical Liaison is a non-voting participant in the TSG.

The Technical Liaison will assist the TSG Chair and Deputy Chair in the scheduling, hosting, and operation of TSG meetings as well as supporting the generation of the minutes of each TSG meeting.

The Technical Liaison routinely serves to provide institutional knowledge of the operation of JANNAF, its policies, procedures, and best practices.

If necessary, the Technical Liaison will report to the TEC on the TSG's behalf. In addition, if the TEC Subcommittee Liaison is not available, the Technical Liaison will report to the TSG on relevant actions of the TEC.

#### **2.4.2.6 Additional non-member participants**

Panel chairs and Mission Area chairs are routinely invited to participate in TSG meetings in order to report the status of their on-going tasks and/or receive guidance from the TSG. Panel chairs are not voting members of the TSG.

### 2.4.3 Responsibilities of the TSG

The TSG will supervise the activities of the subcommittee participants and panels; review, assess, and approve panel and workshop tasks and publications; coordinate subcommittee meetings; define deficiency areas and recommend solutions; implement the directives of the TEC; and define, create, evaluate, and terminate tasks undertaken by the subcommittee and its panels.

#### 2.4.3.1 *Creation of Panels*

Panels may be created by the TSG when an area requiring collaborative effort between the JANNAF agencies is in the joint interest of the DoD and NASA. Creation of new panels may be the result either of the TSG identifying this need or by petition from the community that the TSG establish a panel. A panel can focus on long-term or short-term problems or needs within the scope of the charter of the Technical Subcommittee. A Panel does not need to be confined to a technology covered by a single subcommittee but can be cross-cutting (Joint Subcommittee Panels).

#### 2.4.3.2 *Review and Approval of Panel Charters*

A panel must have a charter that is approved by the TSG. The charter will be reviewed, updated, and renewed during the formal subcommittee reporting period (nominally every 18 months).

#### 2.4.3.3 *Selection or Approval of Panel Chairs*

Panel chairs can be any member of the panel. Chairs are subject to the approval of the subcommittee TSG. Panels are encouraged to have co-chairs. Government support contractors, assigned as panel chairs, or as leads for technical topics of interest, may participate in TSG meetings. However, non-Government participants shall not be invited to attend meetings held for such purposes as rendering advice, opinions, or recommendations in accordance with the Federal Advisory Committee Act. In the case of Joint Subcommittee Panels, panel chairs should be representative of their respective communities.

The TSG Chair has the right to dismiss absent Panel Chairs if those individuals are not responsive to the needs of the subcommittee and/or panel, subject to a majority vote of the TSG members.

#### 2.4.3.4 *Review of Panel Tasks*

Panels exist to accomplish tasks. These tasks must be achievable and in service of the joint interest of the DoD and NASA. The TSG is responsible for monitoring progress of panels towards accomplishing their tasks and providing guidance and direction when necessary.

#### 2.4.3.5 *Disestablishment of Panels*

A panel that has achieved the goals as set out in its charter, or that is no longer able to continue making progress towards those goals or its stated tasks, must be disestablished. The TSG will vote whether to continue each panel within the subcommittee during the formal subcommittee reporting period (nominally every 18 months).

#### ***2.4.3.6 Review & Creation of Mission Areas***

##### ***2.4.3.6.1 Purpose of Mission Area***

Mission Areas exist as a mechanism to solicit and coordinate technical papers and to promote technical exchange between the Military Departments, Defense Agencies, and NASA. Mission Area topics are used in the JANNAF Subcommittee Meeting Call for Papers to focus abstract submissions and by the Program Committee in abstract selection and Meeting organization.

Mission areas should reflect the most challenging technologies, research, and development occurring in the field of interest associated with the subcommittee. As such, mission areas must be reviewed during each formal subcommittee reporting period to ensure reflection of the state of the art and the most robust and valuable technical interchange possible.

Creation and removal of mission areas is the purview of the TSG members. Revision of mission areas shall be coordinated between the Mission Area Chair(s) and approved by the TSG.

There is no required coordination between Panels and Mission Areas.

##### ***2.4.3.6.2 Selection of Mission Area Chairs***

Mission Area Chairs may be selected by the TSG from any member of the JANNAF community including military officers, government employees, contractors, and academics. Co-chairs of mission areas are not required.

The TSG Chair has the right to dismiss absent Mission Area Chairs if those individuals are not responsive to the coordination and planning of the JANNAF Subcommittee Meeting, subject to a majority vote of the TSG members to dismiss the Mission Area Chair.

#### ***2.4.3.7 Approval of Workshops & Specialist Sessions***

The TSG will review and approve the scope and objectives of workshops or specialist sessions proposed within their charter area for JANNAF meetings, subject to final approval from the TEC via the TEC Subcommittee Liaison.

If the workshop is held outside of the regular JANNAF Subcommittee Meeting then the TEC must approve the event.

#### ***2.4.3.8 Approval of Subcommittee Awards***

Awards recommended by the Awards Committee or TSG members must be approved by the TSG by majority vote. See section 2.6.

#### ***2.4.3.9 Approval for publication of JANNAF Documents***

The JANNAF TEC has ultimate authority to approve release of any documents purporting to represent the position of JANNAF. Documents generated via Subcommittee Panel activities must first be approved by that subcommittee's TSG. If the panel jointly reports to multiple



subcommittees, then each associated TSG must give its approval for publication of the document.

The JANNAF COR will submit JANNAF documents for STINFO review and distribution statement assignment once the TEC approves publication.

#### *2.4.3.10 Chair & Deputy-Chair Responsibilities*

The TSG Chair is the primary spokesperson for the JANNAF Technical Subcommittee and signs official JANNAF correspondence and awards issued by the subcommittee.

The Chair is responsible for ensuring the business of the TSG is accomplished in accordance with the JANNAF Charter and the responsibilities of the TSG writ-large as outlined in this document. The Chair is also responsible for briefing the TEC on status, accomplishments, and challenges of the subcommittee during the formal reporting period (nominally every 18 months).

The Deputy-Chair assists the Chair in execution of the responsibilities of the TSG and is the inherent successor to the Chair.

##### *2.4.3.10.1 Subcommittee Management and Reporting*

The TSG Chair is responsible for monitoring and reporting the activities of the subcommittee and its panels. This includes the preparation of a written report and a briefing to the TEC on subcommittee accomplishments and plans. The report should cover the period between the last report and one month prior to the review meeting.

##### *2.4.3.10.1.1 Schedule for Subcommittee Reports to the TEC*

A written report is due to the JANNAF Support Contractor at least three weeks prior to the JANNAF meeting following the subcommittee's last meeting (about six months later). A PowerPoint briefing is due to the JANNAF Support Contractor the day prior to the TEC meeting at that JANNAF meeting and is presented to the TEC during their meeting.

##### *2.4.3.10.2 Subcommittee Written Report Content and Format*

The written Subcommittee Report shall include the following: Technical Objectives and Scope as defined by the subcommittee's charter; Administrative Activities including meetings (past and planned), workshops (past and planned), and awards; Technical Achievements including publications, major workshop findings and conclusions, special task results and other deliverables; Current Tasks including the panel or other sub-structural element of the subcommittee handling the task, task objectives, task rationale, task approach, task status versus planned milestones, and task plans for the next reporting period; Issues and Needs to be brought to the attention of the TEC; Recommendations including suggestions for continuance of the subcommittee for another year, for changes in the subcommittee's objectives and scope, and for revisions to administrative procedures; and Organization Structure including panel membership. No specific format is required for the report.

#### 2.4.3.10.3 Subcommittee Briefing Content & Format

The Subcommittee Briefing to the TEC should summarize the material in the written report and not try to capture everything in that report. It should be a 15-minute presentation. As a minimum this report should include the following: Major Administrative Activities including workshops (past and planned) and awards; Technical Achievements including publications, major workshop findings and conclusions, special task results and other deliverables; Current Tasks Milestone Charts including changes from the last report; Issues and Needs to be brought to the attention of the TEC; and Recommendations. No specific format is required for the briefing.

#### 2.4.3.11 Subcommittee Meeting Planning

The TSG Chair is the de facto chair for the subcommittee's portion of a Joint Subcommittee Meeting and will be, on a rotational basis with the other TSG Chairs and the Program Committee Chair, the overall Joint Subcommittee Meeting Chair. The other TSG members, panel chairs, and Mission Area chairs also participate in the Program Committee for the Joint Subcommittee Meeting.

##### 2.4.3.11.1 TSG Meeting Management

The TSG Chair, with the assistance of the Deputy Chair and the JANNAF Support Contractor Technical Liaison to the subcommittee, is responsible for all meeting planning, invitations, announcements, correspondence, reports, and minutes of the subcommittee TSG meetings. 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 meeting. The agenda for the TSG meeting should include a status of all ongoing panel tasks by the Panel Chairs and any other subcommittee business the TSG wishes to consider.

#### 2.4.4 TSG Meetings

##### 2.4.4.1 Purpose

TSG meetings provide the principal forum for the conduct of the TSG responsibilities. Because of the need for effective collaboration between the services and agencies of JANNAF, TSG members are expected to attend in person to the extent possible.

##### 2.4.4.2 Frequency

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.

##### 2.4.4.3 Agenda

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 agenda will be prepared by the TSG Chair, with help from the JANNAF Support Contractor Technical Liaison and distributed prior to the meeting or phone conference.

#### 2.4.4.3.1 At JANNAF Subcommittee Meetings

The TSG should take the opportunity to review the success of the JANNAF Subcommittee Meeting in terms of attracting high quality technical papers and to decide whether revision of the Mission Areas for the subcommittee is warranted.

Panel chairs should provide an assessment of the progress of their panels to the TSG and discuss whether any changes to the charter and/or tasks of the panel should be considered, up to and including disestablishment of the panel.

The TSG Chair and Deputy Chair will be voted on by the TSG members, including the possibility of the current Chair and/or Deputy Chair continuing to serve.

#### 2.4.4.3.2 Teleconferences

Teleconferences should be used to review the status of panel activities as well as exchange pertinent technical information from each of their organizations.

## 2.5 TECHNICAL SUBCOMMITTEE PANELS

### 2.5.1 Purpose

Subcommittee Panels represent the primary mechanism for collaboration in technical areas of joint interest to JANNAF agencies, the industry, and academia. Panels are not required to correspond to Mission Areas (or vice versa) and do not need to be confined to a technology covered by a single subcommittee but can be cross-cutting (Joint Subcommittee Panels).

Panels are formed for one of two reasons:

- To execute specific task(s) with well-defined scope and set of deliverables.
- Provide maintenance and stewardship of an existing JANNAF product or publication.

### 2.5.2 Charter

Each Panel must submit a Charter to the subcommittee's TSG under which it will operate. This Charter will specify the initial Chair(s), the scope of the Panel technology area of interest, as well as the tasks to be accomplished by the panel. These tasks must be achievable and in service of the joint interest of the DoD and NASA.

The charter will be reviewed, updated, and renewed during the formal subcommittee reporting period (nominally every 18 months).

### 2.5.3 Chair(s)

Panel chairs can be any member of the panel. Chairs are subject to the approval of the subcommittee TSG. Panels are encouraged to have co-chairs. In the case of joint Subcommittee Panels, panel chairs should be representative of their respective communities.

#### 2.5.3.1 *Selection of Panel Chair(s)*

See section 2.4.3.3.

### 2.5.3.2 *Panel Chair Responsibilities*

Panel Chair(s) are responsible for drafting and modifying the Charter for their Panel and submitting these for approval by the subcommittee's TSG. See section 2.4.3.2.

The Panel Chair(s) coordinate with the Panel members in order to effectively utilize the efforts of members to make progress on Panel tasks.

In addition, the Panel Chair(s) will plan and host all of the meetings associated with the Panel; participate in TSG meetings (see section 2.4.4.); and provide input to the TSG on the status of the Panel and tasks during the formal subcommittee reporting period (nominally every 18 months).

### 2.5.4 Membership

Panel membership is drawn from the overall JANNAF community. Members will have the expertise and the time and desire to actively work on the tasking. They will be expected to attend panel meetings and conference calls.

Participation in Panel meetings does not automatically make an individual a member of the Panel. Panel membership is on a volunteer basis and at minimum each member must express their desire to continue their participation as a member.

### 2.5.5 Tasks

Panels exist to accomplish tasks in support of the mission of JANNAF as defined in the JANNAF Charter. Tasks should be achievable and in support of the joint interest of the DoD and NASA.

Example tasks routinely performed by Panels include, but are not limited to:

- Maintenance or creation (stewardship) of JANNAF publications such as manuals, standards, guidelines, roadmaps etc.
- Database information review & collection such as on propellants, propellant ingredients, propulsion systems, test facilities, sensors, or other relevant topics.
- Planning and hosting of training or tutorials of joint interest of the DoD and NASA.
- Management and direction of joint Military Department, DoD Agency, and NASA collaborative efforts such as tool or software development and user's groups, for example, the JANNAF codes.

Panels also may perform ad hoc tasks such as the suggestion of Mission Areas for their subcommittee or the planning and hosting of Specialist Sessions and Workshops. These activities are optional and are not the focus of the Panel.

### 2.5.6 Panel Meetings

#### 2.5.6.1 *At Corresponding JANNAF Subcommittee Meetings*

Panels are required to hold open meetings at the in-person JANNAF Subcommittee Meeting. The purpose of this meeting is to inform the community of the Charter, tasks, and status of each task.

The JANNAF Subcommittee Meeting is a good opportunity for panels to get community feedback as well as potentially attract new members to help accomplish tasks.

#### *2.5.6.2 At off-cycle JANNAF Meetings*

Panels are able to hold meetings at any JANNAF meeting in which the panel Chair and members see value in participating. No approval is necessary from the TSG to hold such meeting. The JANNAF Support Contractor Technical Liaison will assist in the planning of these off-cycle meetings.

#### *2.5.6.3 Quarterly*

At a minimum, Panels will meet quarterly to maintain momentum on the tasks for which the Panel has been chartered to accomplish. Participation in these meetings should be extended to all members of the Panel.

The agenda for the quarterly panel meeting will include at minimum the status of each task. It is recommended that any work which can be accomplished via teleconference be included in each quarterly agenda.

### **2.5.7 Reporting Requirements**

Panel Chairs are responsible for reporting the status of the Panel tasks to the subcommittee TSG at each TSG meeting and teleconference.

A formal written briefing and associated slides will be provided to the TSG Chair for inclusion in the Subcommittee Briefing to the TEC during the formal reporting period for the subcommittee (nominally every 12 to 18 months).

These reports will include: Current milestone chart, title and objective of each task, rationale for each task, approach and status for each task, meetings held since last report, meetings planned, current membership, issues and needs, and recommendations.

## **2.6 AWARDS COMMITTEE**

### **2.6.1 Purpose**

Each subcommittee has the authority to bestow awards to members of their community. To provide nominations and consider candidates, an Awards Committee can be established by the subcommittee's TSG. Awards Committees are not required; however, if a subcommittee's TSG chooses not have an Awards Committee, then the responsibilities of the Awards Committee fall to the TSG.

## 2.6.2 Roles

### 2.6.2.1 *Chair*

The Chair of the Awards Committee is responsible for ensuring the timing and procedures for Subcommittee Awards are followed, and for reporting the nominated awardees to the subcommittee TSG.

### 2.6.2.2 *Member*

Members of the Awards Committee are responsible for deliberating the merits of each award nomination and following the process for review, ranking, and/or voting on each award.

### 2.6.2.3 *Selection of Awards Committee Members*

Membership of the Awards Committee is open to all members of the JANNAF community including contractors and academics. Membership is subject to approval by the subcommittee TSG.

The Chair of the Awards Committee is elected from its members and approved by the TSG.

## 2.6.3 Awards

### 2.6.3.1 *Special Recognition Awards*

The Special Recognition awards for Sustained Contribution and Lifetime Achievement honor individual achievements, either in the last 18 months or for a lifetime of dedicated service. These awards are the most prestigious Subcommittee Awards and reflect on the awardee's contributions to JANNAF.

Special recognition award winners will be selected by respective Awards Committees based on review of the nomination in consideration of the following:

- Technical value of the achievement(s) including level of technical complexity and challenge, quality of results, degree of innovation and timeliness of research.
- Impact of the achievement on the broader propulsion community.

#### 2.6.3.1.1 Lifetime Achievement Award

The Lifetime Achievement Award is reserved for an individual who may be nearing retirement or who may be changing careers such that their significant contributions to JANNAF and the broader community should be recognized.

Demonstrated participation in technical societies, JANNAF in particular but not exclusively, as evidenced by positions held and papers published will be considered favorably.

- Nominees are typically individuals are late-career.

#### 2.6.3.1.2 Sustained Contribution Award

Sustained Contribution Awards are for individual efforts that have had a profound impact and benefit to the community as a whole and to JANNAF subcommittees in particular.

- Nominees are typically individuals are mid-to-late-career.

### **2.6.3.2 Outstanding Achievement Award**

The Outstanding Achievement Award is given for the most outstanding technical achievement in the subcommittee's area by an individual, by a team within an organization, or by a team of organizations. To recognize the varied nature of the JANNAF subcommittees and the accomplishments of their communities, nominations may be solicited and given in the two focus areas of R&D Technology and Operational Systems.

- The achievement shall have been accomplished in the previous 18 months.
- The nominees must work or have worked for the organization during the same 18-month period of performance
- Nominees can be early-, mid- or late-career.

### **2.6.3.3 Certificate of Commendation**

The Certificate of Commendation is given to recognize an individual whose contributions within the last 18 months have been pivotal in ensuring the success of a JANNAF activity.

- Nominees can be early-, mid- or late-career.

### **2.6.3.4 Certificate of Appreciation**

The Certificate of Appreciation is given to recognize individuals for outstanding contributions and dedicated service to JANNAF.

- Nominees can be early-, mid- or late-career.

### **2.6.3.5 Award Nomination**

Nomination for awards can be received from any member of the community. Any individual is eligible to receive each of the Subcommittee Awards, subject to review of the merits and determination of the Awards Committee.

Award nominations are solicited as part of the regular call-for-papers cycle of the subcommittee meeting planning process. Nomination forms are published on the JANNAF meeting website and are included in [Appendix B: Forms & Letters](#).

### **2.6.3.6 Best Paper Award**

In addition to the nomination awards listed above, JANNAF recognizes authors of papers that exhibit excellence and significant merit with the Best Paper Awards. Best Paper Awards will be announced in the JANNAF Newsletter and will be given at the next meeting of the subcommittee.

#### **2.6.3.6.1 Student Papers**

The Best Student Paper Award will be given to undergraduate or graduate students who author papers that exhibit excellence and significant merit. One paper will be selected to receive the Best Student Paper Award. All student-authored works will automatically be included in the initial round of consideration with the submission of an abstract.

In situations in which there are only one or two student papers for each Technical Subcommittee, volunteers from each Awards Committee will be asked to participate in a joint

subcommittee review of student papers to select the award winner for the entire Joint Subcommittee Meeting.

Student papers are reviewed and selected for award prior to the JANNAF meeting such that the author(s) may receive their award during the meeting in which they are participating.

#### 2.6.3.6.2 Nomination of Best Papers

Best papers are nominated by Session Chairs during the JANNAF meeting. Session Chairs (and co-chairs/deputy chairs) should read each paper in their session prior to the session.

These nominations are collected and collated by the JANNAF Support Contractor and provided to the Awards Committee for consideration.

If the Session Chair is from the same organization as the proposed nominee (or has some other conflict of interest), get confirmation from the co-chair or deputy chair and, if that paper is still nominated, inform the Awards Committee of the possible conflict of interest.

In addition, the Awards Committee itself and the TSG may nominate papers for consideration.

Only papers may be considered for this award. Presentation-only participants of the JANNAF meeting are not eligible to be nominated for Best Paper Award.

#### 2.6.3.6.3 Recommended Review Practices

Apply professional judgment - why would/could this be the best paper.

Ask questions such as:

- How does the work presented advance knowledge? Is it significant?
- Are the conclusions logical?
- Was the paper clearly written?

Base the assessment on what is in the paper, not what may be previously known about the author(s) or work presented.

## 2.7 MISSION AREAS

### 2.7.1 Purpose

Mission Areas provide subsets of the subcommittee (and JPM when appropriate) technologies for JANNAF meetings, and these are used in the Call for Papers to focus abstract submissions and by the Program Committee in abstract selection and Meeting organization. Mission Areas exist as a mechanism to solicit and coordinate technical papers and to promote technical exchange between the Military Departments, Defense Agencies, and NASA.

Mission Areas do not need to match Subcommittee Panels, or vice versa.



Mission areas should reflect the most challenging technologies, research, and developments occurring in the field of interest associated with the subcommittee. As such, mission areas must be reviewed during each formal subcommittee reporting period to ensure reflection of the state of the art and to provide the most robust and valuable technical interchange possible.

#### 2.7.2 Creation of Mission Areas

See section 2.4.3.6.

#### 2.7.3 Chair

Mission Area Chairs can be any member of the JANNAF community including contractors from industry and academia.

Co-Chairs of Mission Areas are not required.

See section 2.4.3.6.2. Selection of Mission Area Chairs.

##### *2.7.3.1 Responsibilities*

Mission Area Chairs will review the scope of the mission area during every subcommittee reporting period to ensure the topic reflects the current state of the art and the needs of the community.

Mission Area Chairs are part of the JANNAF Meeting Program Committee and are responsible for the organization of that portion of the Meeting including solicitation and selection of abstracts, organization of sessions and selection of Session Chairs.

Chairs are expected to participate in the JANNAF Program Planning Meeting.

## 3 THE JANNAF FELLOWSHIP

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### 3.1 PURPOSE

The JANNAF Fellowship is established by the TEC to recognize individual achievements in research, development and engineering or technical/organizational program management while a government civilian or military member of JANNAF. The Fellowship recognizes JANNAF community members for exceptional contribution to achieving the goals of the Military Departments, Defense Agencies, and NASA. Military and civilian nominees are jointly considered for the Fellowship without consideration of their branch of service or affiliation. The Fellowship also serves to offset the disadvantage (with respect to professional society Fellowship) that researchers who focus on Limited Distribution (LIMDIS) research experience when competing against peers who publish unrestricted research.

Industry and academic JANNAF community members are not eligible for JANNAF Fellowship.

### 3.2 JANNAF FELLOWSHIP COMMITTEE

#### 3.2.1 Purpose

The JANNAF Fellowship Committee is responsible for oversight and management of the JANNAF Fellowship. The Committee will seek, review, and approve/defer nominations of Fellows; ensure Fellows uphold the highest standards of professionalism, and work to promote the value and stature of the Fellowship.

#### 3.2.2 Members

A JANNAF Fellowship Committee nominally consists of two Fellows from each of the JANNAF services or agencies. In special circumstances when no Fellows meet the above criteria, JANNAF Fellowship Committee membership may be extended by the TEC to non-fellows until a suitable Fellow can serve on the JANNAF Fellows Committee.

##### *3.2.2.1 Selection of JANNAF Fellowship Committee Members*

JANNAF Fellowship Committee members are selected by and from existing Fellows and approved by the TEC.

##### *3.2.2.2 Election of JANNAF Fellowship Chairs*

The JANNAF Fellowship Committee Chair is elected by the Fellows and serves for a period of two years. It is recommended that that the Chair rotate among the JANNAF agencies, but it is not mandatory. The Deputy Chair is also elected from among the members of the JANNAF Fellowship Committee, should be from a different Service or Agency than the Chair, and should serve as the next Chair.

There is no limit to the number of terms a Chair or Deputy Chair can serve. Fellows may volunteer to serve as Chair and Deputy Chair; no formal nomination process is required. Confirmation of the Chair and Deputy Chair is by majority vote of the Fellows Committee.

#### **3.2.2.3 *Technical Executive Committee (TEC) Liaison***

The TEC JANNAF Fellowship Committee Liaison serves as the conduit between the Committee and the TEC (See section 1.3.2.) The TEC Liaison will work with the Fellows Chair to ensure that calls for nominees are issued in a timely manner.

#### **3.2.2.4 *JANNAF Support Contractor Technical Liaison***

The JANNAF Support Contractor will identify an individual with sufficient technical knowledge and background to support the activities of the JANNAF Fellowship Committee. The individual is responsible for day-to-day support of the Committee and serves as a non-voting participant.

The Technical Support Liaison will assist the JANNAF Fellowship Committee Chair and Deputy Chair in the scheduling, hosting, and operation of meetings as well as support generation of the minutes, annual reports and annual presentation. The Technical Liaison will assist in the planning and execution of the presentation of awards.

### **3.3 RESPONSIBILITIES OF THE JANNAF FELLOWSHIP COMMITTEE**

The JANNAF Fellowship Committee is responsible for reviewing nominations, assisting the Chair & Deputy Chair with the final ranking of JANNAF Fellows and determining the number of Fellows awards to recommend each year.

#### **3.3.1 Chair & Deputy-Chair Responsibilities**

The Chair is responsible for planning and holding JANNAF Fellowship Committee meetings, distributing nominations to the members of the Fellowship Committee, and presenting the recommendation to the JANNAF TEC for final confirmation.

The Chair is responsible for monitoring and reporting the activities of the Committee. This includes the preparation of a written report and annual briefing to the TEC. The report should summarize the actions of the committee during the period between the last report and one month prior to presentation during the December meeting.

A written report is due to the JANNAF Support Contractor at least three weeks prior to the December JANNAF meeting. A PowerPoint briefing is due to the JANNAF Support Contractor the day prior to the TEC meeting at that December JANNAF meeting and is presented to the TEC during their meeting.

### 3.4 SELECTION OF FELLOWS

#### 3.4.1 Nominations

Nominations for Fellows can be made by any JANNAF Subcommittee Chair or Deputy Chair, with the concurrence of the respective TSG by submitting a Nomination Form (see [Appendix B: Forms & Letters](#)) to the Chair or Deputy Chair of the JANNAF Fellowship Committee. Each Subcommittee is limited to one nomination per cycle. The TEC and PIB can also submit nominations.

#### 3.4.2 Review Process

Nominees will be evaluated based on the contents of their nomination package, which includes the nomination form, CV and up to three letters of recommendation from members of the community.

The JANNAF Fellowship Committee Chair or Deputy Chair will consolidate the nominees and hold a meeting to discuss the merits of each nomination. A nominee will be recommended to the TEC for Fellowship upon the majority decision of the Fellowship Committee.

#### 3.4.3 Emeritus Fellows.

If nominated posthumously or upon/after an honorable retirement, JANNAF Fellows become JANNAF Emeritus Fellows Ceremony and Awards.

Newly elected Fellows are honored at the JANNAF Meeting during which the nominating JANNAF Subcommittee meets. Fellows will be presented with a JANNAF Fellowship Certificate and lapel pin to recognize their Fellows status. The photos and accomplishments of newly selected Fellows will be displayed on the JANNAF website along with those of the existing Fellows.