

**CHARTER
FOR
INTERAGENCY MANUFACTURING OPERATIONS GROUP
ENVIRONMENTAL & MECHANICAL TESTING SUBGROUP**

1/30/2014

PURPOSE

The Interagency Manufacturing Operations Group (IMOG) directs, encourages, and coordinates information exchange which has the potential of improving the manufacturing and acceptance techniques within the Nuclear Security Enterprise (NSE).

The Environmental & Mechanical Testing Subgroup is established by the IMOG Steering Committee to facilitate the exchange of technical information, ideas, and views on all aspects of static and dynamic testing environments and technology involved in the related engineering design and manufacturing processes of weapon components and assemblies. This exchange is designed to encourage the advancement of the technology of this field of endeavor and promote consistency, especially within the participating NWC facilities.

SCOPE

Areas of interest, which the Environmental & Mechanical Testing Subgroup shall encompass, may include the following:

1. Methods and techniques which will promote reliable and compatible results within the participating agencies.
2. Computer programs and programming systems which apply to testing techniques, instrumentation, calibration, and data capture, etc.
3. New techniques, methods, fixtures, instrumentation, materials and equipment within the broad technology of environmental or mechanical testing systems.
4. Reviews and assessments of control systems or other associated equipment, used or proposed, within the participating agencies.
5. The transmission of environmental or mechanical testing data and information between participating agencies.
6. The unified viewpoint of the regulations and specifications with other organizations in the same and/or related fields of interest.

OBJECTIVES

The specific activities of the Environmental & Mechanical Testing Subgroup shall include the following:

1. To hold annual meetings, for the purpose of conducting the business of the subgroup and promote technical exchange of information. The areas of technical exchange may include but are not limited to:
 - a. equipment and materials evaluations,
 - b. design and operational experiences, techniques, practices, procedures,
 - c. issues encountered and solutions needed or achieved,
 - d. supplier performance,
 - e. calibration,
 - f. personnel training,
 - g. analysis of system performance,
 - h. data acquisition and system control,
 - i. quality, reliability, and safety aspects of operations
2. To maintain an active membership list to include the designated Site Representative;
3. To form Task Groups, as necessary, to study special mutual problems and/or areas of interest;
4. To make, where appropriate, recommendations for uniform practices and techniques within the participating agencies;
5. To review new programs, systems, and/or languages for possible adoption by the participating agencies;
6. To act as a Technical Resource to IMOG Steering Committee and the NSE on environmental & mechanical testing issues.

MEMBERSHIP AND REPRESENTATION

Each NSE weapons facility directly concerned with the development or production of nuclear weapon components or assemblies is invited to appoint one prime representative to the IMOG Environmental & Mechanical Testing Subgroup, called the Site Representative, and at least one Alternate (more are allowed). The Site Representative acts as the spokesperson for their respective Site. A Site Representative or Alternate unable to attend a meeting should

designate an attendee as the Site representative. The agencies eligible to participate are:

- Kansas City Plant
- Lawrence Livermore National Laboratory
- Los Alamos National Laboratory
- Nevada National Security Site
- Pantex Plant
- Sandia National Laboratories – NM
- Sandia National Laboratories -- CA
- Savannah River Site
- Y-12 National Security Complex

Attendees and others whose names are provided by their agency's Site Representative or Alternate will be placed on the Environmental & Mechanical Testing Subgroup Member List for distribution of the Subgroup's activities information (minutes, call for papers, notifications, etc.).

ORGANIZATION

The Subgroup officers will consist of a Chairperson and a Vice-Chairperson. The Chairperson shall serve for a one year term and is responsible for hosting the annual meeting. After serving for one year, the Chairperson will serve for one year as the Vice-Chairperson.

In the event the Vice-Chairperson can no longer perform their official duties, the Chairperson will appoint a new Vice-Chairperson. In the event the Chairperson can no longer perform their official duties, the Vice-Chairperson will assume the duties until a new Chairperson is selected.

Each participating agency will appoint a Site Representative and Alternate.

The Chairperson's responsibilities and duties will include but not be limited to:

1. Hosting the annual meeting;
2. Notifying members of the time, place, and agenda for meeting;
3. Presiding over meeting;
4. Selecting a successor (next Chairperson);
5. Maintaining a record of action items and unfinished business from the last meeting for discussion at the next meeting;
6. Publishing meeting minutes;

7. Publishing Charter amendments when amendments have been enacted by the membership and approved by the IMOG Steering Committee;
8. Appointing, guiding, and terminating Task Groups to carry out specific assignments;
9. Serving as official spokesperson for the Subgroup;
10. Maintaining appropriate communication with the IMOG Steering Committee and Site Representatives, and attend the annual IMOG Steering Committee meeting.

The Vice-Chairperson's responsibilities and duties will include but not be limited to:

1. Assisting the Chairperson in support of his assigned duties
2. Furnishing Subgroup documentation and correspondence as required from previous meeting, to the Chairperson. This documentation is to include:
 - a. Subgroup meeting minutes
 - b. Subgroup Membership List
 - c. Action Items List
3. Handling any or all of the functions of the Chairperson in their absence or upon their request.

The Outgoing Chairperson shall submit the following documentation to the IMOG Steering Committee:

1. Next selected Chairperson
2. Next selected annual meeting host Site and date
3. Meeting minutes and subgroup reports;
4. Publishing Charter amendments when amendments have been enacted by the membership
5. Active membership roster

The Subgroup Agency Site Representative and Alternate(s) responsibilities and duties will include but not be limited to:

1. Serve as their Agency's representative for Environmental & Mechanical Testing Subgroup's activities;

2. Solicit membership, attendance and participation by presenting technique information in the annual Subgroup meetings;
3. Act as the distribution point for information received from and/or returned to Subgroup officials, such as Meeting Notifications, Call for Papers, Member and Contact list, and other Subgroup activities;
4. Present the Site Representative report at the Subgroup's Annual Meeting (a meeting attendee should be designated in the event both the Site Representative and Alternate be unable to attend):
 - a. any Site related information of interest to the Subgroup;
 - b. recommendations or inputs pertaining to the Subgroup objectives and scope.

The Site Host responsibilities and duties may include but will not be limited to:

1. Scheduling the meeting room, to include adequate room for anticipated attendance, the capability for classified papers, refreshments, restrooms, etc.;
2. Making arrangements and obtaining information for security badging of attendees;
3. Providing local hotel, restaurant, and points of interest information, brochures, maps, etc. for meeting notification mailings;
4. Making arrangements for a No Host Dinner (recommended)
5. Making arrangements for a Site Tour (recommended)
6. Invite the local Agency member of the IMOG Steering Committee Member, if applicable, to the Subgroup Annual Meeting.

Task Group responsibilities:

Task Groups are short range study groups formed by the Subgroup or Subgroup Chairperson to address a specific issue. The Task Group is expected to report on its activities to the Subgroup or Subgroup Chairperson. Information produced by these Task Groups of interest or benefit to the Subgroup as a whole will be provided either as mailings or papers to be presented at the Annual Meeting, depending on the timeliness of the information or issue involved.

ACTIVITIES/MEETINGS

The Subgroup activities will include providing a forum for the discussion of issues and experiences and a colloquium situation for presentation of papers, tutorials,

and reports of activities. These will be included in meetings that will be convened by the Chairperson approximately once a year, but can be more or less frequent, at the Subgroup's discretion. The meeting agenda will be planned by the Chairperson. Information exchange with AWE personnel will be coordinated through an appropriate JOWOG. Whenever possible the IMOG meeting will be held concurrently with an appropriate JOWOG.

The involvement of Classified Information and the presentation of Classified papers at meetings, while a required capability of the Subgroup, must account for the possibility of having uncleared attendees or presenters as part of the meetings and technology interface. Sensitive information, including weapons manufacturing information, contractual intellectual property arising via partnership agreements, and the observation of business rights and relationships between the NSE and academic or industrial partners must be protected.

CHARTER APPROVAL AND AMENDMENT:

The charter will be in effect as soon as it is approved by the IMOG Steering Committee. Once established, the charter may be amended by majority vote of the group and concurrence by the Steering Committee. The Charter will be submitted to the Steering Committee for periodic review.