

**CHARTER
of the
INTERAGENCY MANUFACTURING OPERATIONS GROUP
GAS TECHNOLOGY SUBGROUP**

PURPOSE

The Interagency Manufacturing Operations Group (IMOG) directs, encourages, and coordinates the exchange of technical information which has the potential of improving the manufacturing and acceptance techniques within the DOE Complex.

The Gas Technology Subgroup is established by the IMOG Steering Committee to facilitate the exchange of technical information, ideas, and views on all aspects of gas transfer, pressure, and vacuum technology. The Subgroup activities include associated collateral aspects such as testing, calibration, analysis, system verification, shipping, storage, disposal, and dismantlement.

GOALS

Goals of the Subgroup activities include increasing the quality and safety of operations using gases during weapons production, evaluation, and dismantlement, and reducing the cost of operations by sharing information about equipment performance and operational techniques and experiences.

SCOPE

The activities of this Subgroup will encompass all of the disciplines involved in pressure and vacuum system operation, as well as maintenance and gas analysis. This includes testing (pressure/vacuum vessels and electronics), backfilling operations, cleaning of vessels and equipment, dry pumping, vacuum system construction/passivation, and the calibration, measurement and data analysis practices associated with gas analysis. Technologies which capture or control gas contaminants are also within the scope of this subgroups charter. An associated topic for the subgroup is the identification of risks and single points of failure in instrumentation and expert personnel within the aforementioned topics.

Manufacturing and research technology/capability developed or utilized in support of other DOE programs which share a "dual benefit" to the DOE National Security Mission, such as Industrial Competitiveness, Energy Research, Environmental Restoration, Waste Management, and Energy Efficiency and Renewable Energy, may be included for presentation, discussion, and technology exchange. DOE sensitive information must be observed and protected, including weapons manufacturing information, contractual intellectual property arising via partnership

agreements, and the observation of business rights and relationships between the DOE, DOE Contractor, and academic or industrial partners.

OBJECTIVES

1. Encourage, establish, and maintain effective information exchange on gas technology issues and the studies leading to improvements in the discipline, including:
 - a) equipment and materials evaluations
 - b) design and operational experiences, techniques
 - c) issues encountered and solutions needed or achieved
 - d) supplier performance
 - e) personnel training
 - f) analysis of system performance
 - g) data acquisition and system control
 - h) quality, reliability, and safety aspects of operations
2. Provide membership with points of contact at other locations to simplify interfacing between organizations.
3. Hold meetings which can include tutorials, technical presentations, and other items of interest to a group with a common area of professional expertise and concern about gas transport.
4. Identify expertise that can be called upon to address issues within the Complex that call for knowledge and experience in gas technology.
5. Identify risks and single points of failure in instrumentation and expert personnel.
6. Study trends and potential production and dismantlement challenges that may result from advanced design and development efforts.
7. Study and report the capabilities of manufacturing and acceptance equipment and processes. This information will include pertinent advances by outside industry as well as those items available within the DOE Complex.
8. Propose programs to resolve incompatibilities which may involve modification of existing equipment and processes or the development of new techniques.
9. Develop common terminology which will provide uniform definitions of equipment and process characteristics and uniform techniques of measuring these characteristics.
10. Act as a Technical Resource to DOE on Gas Technology issues.

MEMBERSHIP AND REPRESENTATION

Each DOE Site directly concerned with the development, production, and dismantlement of nuclear weapons assemblies and components is invited to appoint a primary representative to the IMOG Gas Technology 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 are:

- Kansas City Plant
- Lawrence Livermore National Laboratory
- Los Alamos National Laboratory
- Pantex Plant
- Sandia National Laboratories, California
- Sandia National Laboratories, New Mexico
- Savannah River National Laboratory (includes SRS)
- Y-12 Plant

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

ORGANIZATION

The Subgroup officers will consist of a Chairperson, a Vice-Chairperson, and a Secretary. The term of office will be two years. At the end of each term, the Vice-Chair will succeed the current Chair and the Secretary will succeed the Vice-Chair, and a new Secretary will be elected during the annual Subgroup Meeting. In the event an officer resigns or can no longer perform their official duties, the progression above will advance and the Chair will appoint an interim Secretary. Each participating agency will appoint a Site Representative and Alternate. A Site Host will be designated by the site offering to host the Subgroup's Annual Meeting.

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

- Notifying members of the time, place, and agenda for meetings;
- Presiding over meetings;
- Publishing Charter amendments when amendments have been enacted by the membership and approved by the IMOG Steering Committee;
- Approving meeting minutes and subgroup reports;

- Appointing, guiding, and terminating Task Groups to carry out specific assignments;
- Serving as official spokesperson for the Subgroup;
- Maintaining appropriate communication with the IMOG Steering Committee and DOE representatives.

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

1. Acting as Program Chair by planning and generating the agenda for meetings:
 - Preparing and distributing to the Subgroup Distribution List, the Annual Meeting Call for Papers and Registration Form;
 - Soliciting, collecting, and distributing the Abstracts to be presented at the Annual Meeting;
 - Coordinating with the Site Host arrangements for the Annual Meeting, such as the Meeting Agenda, facilities, and clearances.
2. Maintaining a record of action items and unfinished business from the last meeting for discussion at the next meeting.
3. Providing assistance with the Subgroup documentation and correspondence as required, to include maintaining the Subgroup's Site Representatives list and Member and Contact list.
4. Handling any or all of the functions of the Chairperson in their absence or upon their request.

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

1. Maintaining notes of the proceedings of meetings and issuing meeting minutes and subgroup reports, with the approval of the Chair and Vice-Chair, to members, the IMOG Steering Committee, and other concerned individuals or groups.
2. Assist the Site Host in preparing materials for the annual meeting.

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 Gas Technology Subgroup's activities;
2. Provide local representation for the Subgroup to stimulate interest, interaction with other Subgroup members, and participation in Subgroup activities, Task Groups, the presentation of papers, and attendance at meetings:
 - Solicit papers and Subgroup participation from local Agency employees
 - Collect registrations and abstracts for papers to provide to the Vice-Chair for the Subgroup Annual Meetings
 - Solicit information and participation from any Site Agency personnel who are members of or attended technical society meetings or conferences to share their impressions with the Subgroup

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. Maintaining appropriate communication with their Agency's IMOG Steering Group representative and other local Agency Subgroups;
5. Present the Site Representative report at the Subgroup's Annual Meeting (a meeting attendee should be designated should both Site Representative and Alternate be unable to attend):
 - a brief summary of their Agency's activities involving gas technology
 - any Site related information of interest to the Subgroup
 - recommendations or inputs to the Subgroup pertaining to its Mission or effectiveness

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

1. Providing the Vice-Chair, as the Subgroup Annual Meeting Program Chair, with assistance and information required to host the Annual Meeting.
2. Scheduling the meeting room, to include adequate room for anticipated attendance, the capability for classified papers, refreshments, restrooms, etc.
3. Making arrangements and obtaining information for security badging of attendees.
4. Providing local hotel, restaurant, and points of interest information, brochures, maps, etc. for meeting notification mailings.
5. Invite the local Agency member of the IMOG Steering Committee and the local DOE Member, if applicable, to the Subgroup Annual Meeting.

Task Group responsibilities:

Task Groups are short range study groups formed by the Subgroup or Subgroup Chair to address a specific issue. The Task Group is expected to report on its activities to the Subgroup or to the Subgroup Chair. 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 Vice-Chair when directed by and with guidance from the Chair. The meetings will also provide opportunities for members who attended technical society meetings and conferences to share their impressions with the group.

Information exchange with AWE personnel may occur as well and should be coordinated through an appropriate JOWOG, and in accordance with export controls and MDA guidance. When convenient the GT-IMOG meeting may be held concurrently with an appropriate JOWOG, though this would not be considered an official IMOG annual meeting. The IMOG meetings can only be held at locations within the United States, and vendors cannot participate.

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 in support of the expanded scope of Subgroup activities.

CHARTER APPROVAL AND AMENDMENT:

This Charter was originally approved by the IMOG Steering Committee on December 7-8, 1994.

This Charter was updated and approved by unanimous consent of the Subgroup Members present at the annual meeting on June 26, 2013.

The Charter may be amended by majority vote of Subgroup members in attendance at a properly announced meeting, or, as necessary, by correspondence with two thirds of the Member Agency's Site Representatives or Alternates, with subsequent concurrence of the IMOG Steering Committee.