



National Center for Advanced Materials Performance- Defense Rapid Advanced Manufacturing

Document Number: NCD 110 Operating Procedures and Bylaws for NCAMP-DRAM Regulatory Governing Board (RGB)

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Acronyms

MAB	Manufacturers Advisory Board.
RGB	Regulatory Governing Board
SAB	Suppliers Advisory Board

Preface

The National Center for Advanced Materials Performance – Defense Rapid Advanced Manufacturing (NCAMP-DRAM) develops and maintains an advanced material and process property and specification database. The NCAMP-DRAM shared database contains material and process data of common usefulness to a wide range of applications. . NCAMP-DRAM was formed to support the need for rapid publication of advanced, pedigreed, material data for US defense interests. NCAMP-DRAM will build upon the infrastructure and success of Advanced General Aviation Transport Experiment (AGATE) and the National Center for Advanced Materials Performance (NCAMP) with the U.S. Department of Defense (DoD) leading the Regulatory Governing Board (RGB) with Wichita State University's (WSU) National Institute for Aviation Research (NIAR).. However, it is not anticipated that the data provided will fulfill all the design needs of every project. Each user will need to assess the data available against their specific application requirements. In most applications, additional testing will be required.

NCAMP-DRAM's Standard Operating Procedure (document: NCD 100) describes procedures for material property data acquisition, material qualification, material allowable generation, and material equivalency processes. The procedures described in NCD 100 are intended to generate data and specifications for advanced materials which may be used in the design and application of advanced materials across industries. NCAMP-DRAM's material property data acquisition process is designed to generate basic material property data with sufficient pedigree and control for submission to relevant material databases.

The NCAMP-DRAM organization, as described in NCD 100 and shown in Figure 1 below, consists of Manufacturers Advisory Board (MAB), Suppliers Advisory Board (SAB), and Performance Review Team (PRT).

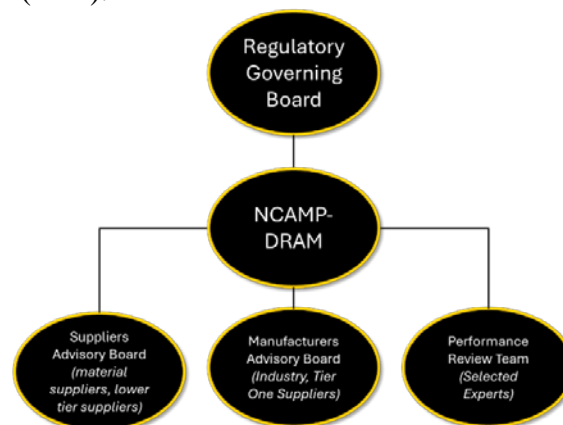


Figure 1: NCAMP-DRAM Organizational Structure

The Regulatory Governing Board (RGB) consists of individuals from the U.S Government which may include, but is not limited to, members from the U.S. Air Force, U.S. Army, and U.S. Navy. RGB's primary role is to oversee the NCAMP-DRAM procedures, such as NCD 100, to ensure the data generated and published under NCAMP-DRAM meets regulatory requirements. The RGB also oversees NCAMP-DRAM activities to ensure competence and performance in meeting the application needs. When necessary, RGB may establish guidelines for specific one-time only NCAMP-DRAM activities; such material selection process for a specific need or application.

This document defines formal operating procedures and bylaws for the RGB. It is a working document that will be revised as required.

ARTICLE I NAME, PURPOSE AND GOALS

Section 1. Name

The name of this organization shall be **Regulatory Governing Board (RGB)**.

Section 2. Purpose

The purpose of the document is to provide consistent approach and procedures for the **Regulatory Governing Board (RGB)**.

Section 3. Scope of Activities

1. Provide a means for interaction, discussion of common issues, and problem solving among participating government agencies.
2. Consolidate the common interests of participating government agencies related to material and process data generation and publication of advanced materials.
3. Develop the framework and, if necessary, provide resources to ensure successful execution of projects that serve government interests.
4. Oversee NCAMP-DRAM Standard Operating Procedures (NCD 100) to ensure generation and maintenance of reliable material and process documents.

Provide guidance and oversight to NCAMP-DRAM for the development of advanced material and process data.

ARTICLE II MEMBERSHIP

Section 1. General RGB Qualifications

1. Every active USG government employee (who is also a US Person) is eligible to become an RGB member.
2. Former and retired government employees may become RGB members only if no potential conflict of interest exists (e.g. the person is not consulting for a company that may benefit from the decisions made in RGB).
3. RGB members shall represent government agencies' interests in the development or support of advanced material and process data.

Section 2. Application for RGB Membership

Application for RGB membership must be coordinated through the NCAMP-DRAM staff. There is no fee or dues to become an RGB member. The list of current RGB members is maintained by NCAMP-DRAM.

Section 3. Benefits and Responsibilities

RGB members are encouraged to participate in all NCAMP-DRAM activities such as technical discussions, propose agenda items and prioritization of programs.

ARTICLE III GOVERNANCE

RGB meetings will provide a forum for the introduction, discussion and possible assignment of

action for pertinent issues or concerns brought forth by any government agency. Specific agenda items will be assigned to an individual(s) for detailed review and discussion.

Section 1. Voting Procedures

The ballot may be in the form of a webpage, Adobe Acrobat file, or email. Other formats may be supported if accepted by the RGB and NCAMP-DRAM organization. Detailed information about the purpose of the ballot must be provided to the voting members. The votes will be considered by Agency Appointed RGB Member(s) and NCAMP-DRAM staff for the purpose of making a final decision on the matter. If a member does not provide response to document reviews within the allotted timeframe, their input may not be included.

Section 2. Voting Members

RGB will oversee all procedural documents such as NCD 100 and vote on all changes. For technical matters such as document review and approval, every RGB member will receive a ballot.

Section 3. Waiver Procedures

When it is in the best interest of NCAMP-DRAM members, the RGB shall have the right to waive rules documented herein.

ARTICLE IV MEETINGS

RGB meets on as-needed basis; typically, upon request of an RGB member or at the onset of a program when input from various government agencies is needed. Changes and revisions to documents are typically communicated and balloted electronically. At this time, there are no regularly scheduled RGB meetings.

Section 1. Meeting Procedures

NCAMP-DRAM RGB meeting procedures shall be as follows:

1. NCAMP-DRAM staff will open the meeting with an introductory statement and provide a report of the current NCAMP-DRAM activities.
2. NCAMP-DRAM staff will ask for comments on the prior meeting's minutes, if any, and propose their approval of the minutes with amendments, if any.
3. NCAMP-DRAM staff will review the status of all open agenda items. New agenda items will be identified.

Section 2. Item Introduction Procedures

An RGB member may coordinate with NCAMP-DRAM staff to define a proposed item. This coordination activity may occur outside of RGB meetings. NCAMP-DRAM staff will be responsible for communicating the proposal to the other RGB members.

Alternatively, an item can be proposed at the meeting.

ARTICLE V APPROVAL AND MODIFICATION OF BYLAWS

1. A vote of the Agency Appointed RGB Member will be taken for any proposed modifications of the By-Laws.