



National Aeronautics and  
Space Administration

Washington, D.C.  
20546

Reply to Attn of: S

FEB 3 1988

Mr. Donald A. Beattie  
13831 Dowlais Drive  
Rockville, MD 20853

Dear Don:

This letter is a follow up to your telephone conversation with me and your agreement to join the membership of the Space Station Advisory Committee of the NASA Advisory Council. This committee is just starting its work, and a few words of explanation may be helpful.

The NASA Advisory Council (NAC) considers matters of importance to the agency as a whole and reports directly to the Administrator. Under the NAC are several standing committees which deal with matters of importance to a particular NASA Associate Administrator. The chairmen of these standing committees are among the members of the Council. The Space Station Advisory Committee (SSAC) is one of these standing committees, chaired by John McLucas, and providing advice particularly to Andy Stofan, the Associate Administrator for Space Station.

The Space Station will be supported by, or used by, many parts of NASA, and many other organizations, both within the U.S. government and outside it. The membership of the SSAC reflects this broad interest and includes individuals who are also serving on committees and subcommittees that advise other parts of NASA. It is expected that the SSAC will wish to look into a number of matters that involve the interplay of interests. I have enclosed a copy of the Committee's charter, and a preliminary list of the membership for your information.

NASA asks that each member of its advisory committees who is not already a full-time Federal employee receive a formal appointment as a consultant. To accomplish this, we ask that you complete and submit a number of forms, which I have enclosed. The forms and applicable instructions are as follows:

Resume Cover for Experts and Consultants, completed, signed, and dated, to which should be attached a current resume

Form 1271, NASA Special Government Employees Confidential Statement of Employment and Financial Interests (accompanied by NASA Handbook 1900.2A, Standards of Conduct for NASA Special Government Employees, which includes guidance on financial interests exempt from reporting requirements)

Form 61, Appointment Affidavits

Form 73, Waiver of Compensation\*

Educational Data Survey

Retired Military Employee Survey Form (if applicable)

Please complete the listed forms as soon as possible and return them to me. The Statement of Employment and Financial Interests (Form 1271) may be sealed in the small envelope provided and placed within the larger pre-addressed envelope with the other completed forms.

The schedule for the meetings throughout the year has not been set as yet, although the first meeting as you know, is on February 12, 1988. It will be held at the Capitol Holiday Inn, 550 C. Street SW, in room Columbia South, from 8:30 a.m. to 5:00 p.m. We will be sending calendars for the members to mark to show their availability during the likely months. This procedure will allow us to do the best we can to serve the convenience of all.

If you have any questions, please call me at 453-4165, or my assistant, Pam Day, at 554-8677. I look forward to starting our committee work.

Sincerely,



William P. Raney  
Executive Secretary  
Space Station Advisory Committee

Enclosures

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\*Although we ask the members normally to serve without compensation, the Administrator can authorize compensation for special projects. This form covers that circumstance.