



National Aeronautics and  
Space Administration

Washington, D.C.  
20546

Reply to Attn of:

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February 22, 1989

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

Dear Don:

At the most recent meeting of the SSAC, we had a considerable degree of discussion regarding how the committee could best conduct its business in order to be of the most assistance to NASA. As a result of those discussions we have decided to proceed as follows:

The meeting agenda will be set up to cover items which appear to be of the most immediate need to the Space Station program. These items will be selected from issues which arise in the course of our meetings, items proposed by NASA, and items proposed by the committee membership. In this context, you are asked to submit any suggested agenda items which you may have to Bill Raney. He and I will then select items for the agenda which we believe to be the most urgent. We will request briefings from NASA as appropriate to satisfy the agenda.

During the course of the meetings, we will make note of the comments and recommendations of the members for use in preparing a report to Jim Odom following the meeting. This would be on the pattern of the letter I sent him following our most recent meeting.

We will continue to set up panels on a very selective basis to work in more depth those issues which we are not able to delve into sufficiently in our meetings. The panel on SPACE STATION EVOLUTION AND ADVANCED TECHNOLOGY INSERTION will continue to work that subject. However, there will be brief hiatus until further definition of the specifics of NASA's plans are available. The panel on SYSTEMS ENGINEERING AND INTEGRATION will also remain active. They have proposed a short summer study activity to enable them to delve more deeply into the subject. The panel on REQUIREMENTS FOR ACCOMMODATION OF USERS has completed its first review of top level requirements and will be inactive, at least for the near future.

We have been charged by the NASA Advisory Council with the task of doing an in-depth review of the operational aspects of the program. We will continue to receive briefings on this subject in our full committee meetings. We may want to set up a panel on this subject at a later date.

In the meantime, Bill and I have worked over the calendar information you provided, and we have settled on dates for the meetings during the rest of 1989. These are compromise dates, but they appear to accommodate most of you. The

next meeting will be here in Washington on April 10 and 11. The meeting will be where the last one was, in the Capital Gallery building, Room 204(East). The summer meeting will be June 29 and 30, in Woods Hole, Massachusetts, to link up with the SSSAAS workshop. The fall meeting will be October 16 and 17 at a place to be determined later. As the meeting dates approach, Pam will send you a copy of the agenda and contact you for your travel and lodging requirements.

As always, I am open to your suggestions on how we can conduct our business in order to better satisfy our charge.

Sincerely,

A handwritten signature in cursive script that reads "Larry".

Larry Adams  
Chairman