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DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON DC 20350-2000

IN REPLY REFER TO

5090
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9 Feb 94

From: Chief of Naval Operations
To: Distribution

Subj: ESTABLISHMENT OF RESTORATION ADVISORY BOARDS (RABS)

Ref: (a) Interim Report of the Federal Facilities Environmental Restoration Dialogue Committee, February 1993 (The Keystone Dialogue)

Encl: (1) Implementing Guidance for the Establishment of Restoration Advisory Boards (RABs)

(2) Additional Suggestions for RAB Implementation

1. The purpose of this letter is to disseminate guidance for implementing Restoration Advisory Boards at Navy installations involved in environmental restoration under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) as amended by the Superfund Amendments and Reauthorization Act (SARA).

2. Recommendations for improving federal agency decision making in environmental restoration programs by enhancing involvement of other stakeholders are made in reference (a). The Interim Report is a consensus document developed by over 40 members of a committee chartered by the U.S. Environmental Protection Agency (EPA) under the Federal Advisory Committee Act. The Navy is already implementing many of the recommendations from the Keystone Dialogue and Department of Defense's (DoD) Management Guidance for the Defense Environmental Restoration Program (DERP) either through current community relations programs or the Technical Review Committees (TRCs). A key recommendation in the report was that federal agencies establish site specific advisory boards (SSABs). DoD has decided that rather than establishing SSABs, the scope of the TRCs will be broadened and they will be converted to Restoration Advisory Boards (RABs). Many of the reports recommendations for SSABs will be implemented through DoD and Navy policy and guidance for RABs.

3. DoD's DERP policy is to involve the local community in the cleanup effort as early as possible and throughout the Installation Restoration Program (IRP) process by: establishing communication channels with representatives of the community; making information on activities available in a timely manner; providing opportunities for public comment on documents; and at installations where there is sufficient interest, establishing RABs. Navy policy is to convert all of our TRCs to RABs. Enclosure (1) provides detailed Navy requirements and procedures pertaining to the establishment of RABs at Navy installations.

Subj: ESTABLISHMENT OF RESTORATION ADVISORY BOARDS (RABS)

4. Enclosure (2) is provided for informational purposes. Installations may use their discretion in determining whether or not they wish to implement the suggestions provided.

5. The responsibility for conducting community relations, implementing TRCs, and now RABs rests with the installations. Major Claimants will disseminate the policy and enclosures (1) and (2) to all installations and ensure that RABs are established by the end of FY 94. NAVFACENGCOM Engineering Field Divisions and Engineering Field Activities will support these efforts upon request of the installation. Representation by all concerned parties in the environmental restoration program will go a long way towards improving and implementing cleanups. Point of contact is Ms. Patricia Ferrebee, N453C, at (703) 602-3031.

J. S. WALKER
By direction

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IMPLEMENTING GUIDANCE FOR ESTABLISHMENT OF RESTORATION ADVISORY BOARDS AT NAVY INSTALLATIONS

I. BACKGROUND

A. All installations in the Defense Environmental Restoration Program (DERP) which currently have Technical Review Committees (TRCs) will convert them to Restoration Advisory Boards (RABs). The RABs will meet the statutory requirements for Technical Review Committees as required in 10 USC 2705 while providing expanded opportunities for community participation in the environmental restoration process. By increasing the diversity and number of community representatives, RABs will ensure that all stakeholders (interested parties including individual residents that live near the installation; representatives of citizen, environmental, and public interest groups whose members live in the vicinity of the installation; workers involved or affected by installation operations; and, elected and appointed local government officials) have an increased opportunity to actively participate in the timely review of installation restoration documents and plans and to present various points of view for careful consideration. At base closure installations, RABs should facilitate accelerated cleanup and property transfer. The conversion of TRCs to RABs will be accomplished by:

(1) Expanding existing TRCs to include additional community representatives;

(2) Establishing Co-Chairs, one from the community members of the RAB and one from DON; and,

(3) Opening meetings to the public.

B. Commanding Officers (CO) will establish RABS at installations which do not currently have TRCs under the following conditions:

(1) Determination that a release or threat of a release has been confirmed upon the completion of the preliminary assessment (PA) or site inspection (SI); and,

(2) Request from a local government that a RAB be formed; or,

(3) Presentation of a petition signed by fifty local residents requesting that a RAB be formed; or,

(4) Determination by the CO that a RAB is needed.

II. PURPOSE

A. The purposes of RABs are to:

(1) Act as a forum for discussion and exchange of information between the Navy, regulatory agencies and the community on environmental restoration topics;

(2) Provide an opportunity for stakeholders to review progress and participate in the decision making process by reviewing and commenting on actions and proposed actions involving releases or threatened releases at the installation;

(3) Meet the requirements of 10 USC 2705(c), Department of Defense (DoD) Environmental Restoration Program, which directs DoD to establish TRCs; and,

(4) Serve as an outgrowth of the TRC concept by providing a more comprehensive forum for discussing environmental cleanup issues and serving as a mechanism for RAB members to give advice as individuals. Because RABs will not be decision making bodies, the Federal Advisory Committee Act (FACA) requirements (See "DoD Federal Advisory Committee Management Program", DoDD 5105.4, September 5, 1989) will not apply.

B. RABs will not make decisions on environmental restoration activities, but will provide information, suggestions, and community input from individual RAB members to be used by the Navy, or the Base Realignment and Closure (BRAC) cleanup team at closing installations, in making decisions on actions and proposed actions involving releases or threatened releases and cleanups.

C. RABs will not take the place of community outreach and participation activities required by law, regulation, or policy. All community relations requirements must still be met.

III. RESPONSIBILITIES

A. Responsibilities of the RAB as a whole are to:

(1) Conduct regular meetings, open to the public, at convenient times and locations.

(2) Keep meeting minutes; make them available to interested parties and a local newspaper.

(3) Develop and use a mailing list of names and addresses of interested parties who wish to receive information on the cleanup program. (This is may already be done by the base

Public Affairs Officer (PAO), however, arrangements can be made to enhance the coordination of the community relations efforts of the RAB and the PAO.)

(4) Provide a forum for individual members to give advice and make recommendations on environmental restoration issues to the Navy, or the BRAC Cleanup Team at closing installations, for the installation undergoing the environmental restoration process. RABs will not vote on issues or make recommendations as a body.

(5) Establish a procedure for public participation and responding to questions and comments from the public at RAB meetings.

B. It is the responsibility of each member of a RAB to:

(1) Provide comments on actions and proposed actions involving releases or threatened releases at the installations to the Navy as represented by the Navy Co-Chair.

(2) Review documents.

(3) Identify and review project requirements.

(4) Recommend priorities among sites or projects.

(5) Identify applicable standards and, consistent with Section 121 of CERCLA, propose cleanup levels consistent with planned land use.

(6) Review budget information as requested.

(7) Attend RAB meetings. (If a RAB member can not regularly attend RAB meetings or send an alternate, the member should relinquish their membership.)

(8) Report back to organized groups to which they belong or represent and serve as a conduit for information flow to and from the community.

(9) Serve in a voluntary capacity.

C. It is the responsibility of the Community Co-Chair to:

(1) Ensure that community issues and concerns related to the environmental restoration/cleanup program are brought to the table.

(2) Assist the Navy in communicating technical information to all stakeholders in understandable terms.

(3) Assist in disseminating information to the public.

(4) Coordinate with the Navy Co-Chair to prepare and distribute an agenda prior to each RAB meeting.

(5) Work with the Navy Co-Chair to review and distribute the minutes.

D. It is the responsibility of the Navy Co-Chair to:

(1) Ensure that the Navy considers and responds to comments from the public through procedures established and announced by the RAB.

(2) Ensure that community members are given adequate time to present their concerns and comments.

(3) Coordinate with the Community Co-Chair to prepare and distribute an agenda prior to each RAB meeting.

(4) Advertise meetings.

(5) Provide administrative support for the RAB.

(6) Take minutes at RAB meetings, prepare draft minutes, coordinate review of the draft minutes with the Community Co-Chair and RAB, and publish the minutes of the meeting by placing them in the Information Repository/ Administrative Record and sending a synopsis of the minutes and announcement of their availability to the local newspaper and parties on the mailing list.

(7) Refer non-environmental restoration issues to appropriate Navy officials for normal processing outside of the RAB.

(8) Work with the Community Co-Chair to establish a process for public review of documents including submitting comments to the Navy for consideration during the planning and decision making process.

(9) Publish the process established for public review and comment.

(10) Provide draft documents, and where necessary summaries and presentations, to the RAB for review. At the same time, these documents should be made available to the public by including them in the Information Repository. An announcement summarizing the document, listing the point of contact, and describing the process for providing comments should be published in a local newspaper to announce to the public that the document is available for their review. The

point of contact and the process for providing comments should be included on each document.

(11) Determine, with TRC input, the expectations and terms of membership for RAB community members; including how long members will serve, conditions under which members will be asked to relinquish membership, and how resignations will be handled and replacements chosen. These requirements and terms should be clearly described and published in fact sheets and local newspapers, where appropriate, so that applicants, new members and the community will clearly understand the respective commitments of the RAB members.

IV. IMPLEMENTATION CONCEPTS

A. Membership of the RAB:

(1) Shall include at least one representative of the installation and cognizant EFD, EPA, and appropriate state and local authorities and members of the local community. Whenever appropriate, natural resources trustees should be invited to have representatives on the RAB. EPA and the state should be encouraged to provide the RAB with representatives who have the authority to make decisions concerning implementation of specific proposals. At Base Realignment and Closure (BRAC) installations, the Navy's BRAC Transition Coordinator (BTC) and BRAC Environmental Coordinator (BEC) will be members of the RAB. BRAC Cleanup Team members from EPA and the State should be encouraged to participate.

(2) Shall include a diverse group of individuals representing a broad cross section of the community including established groups and interested individuals.

B. Selecting Community Members:

(1) Determine the size of the RAB on a case by case basis and establish how many community members (3-12) need to be added to the current TRC to accomplish RAB goals without limiting individuals or groups that would affect the diversity of the RAB. It may be necessary to set a limit on how many community representatives will be invited to join the RAB. All significant community groups and diverse interests should be represented, but the number of members should be kept to a minimum.

(2) Announce responsibilities of RAB membership, selection procedure, and number of community members to be selected. (See sample RAB Fact Sheet and RAB Membership notice.)

(3) Identify potential new members by asking members of the current TRC and/or BRAC Cleanup Team, at closing installations, to make recommendations. Potential members should want the job, be willing to participate on a voluntary basis, and live in the vicinity of the installation.

(4) Obtain nominations:

(a) Re-contact citizens interviewed during the development of the Community Relations Plan (CRP) and ask for recommendations. If the CRP is not yet completed, interviewees can be asked to recommend names of potential candidates during community relations interviews.

(b) Solicit nominations through announcements in newspapers and sent to parties on the mailing list. If this method is used to recruit members, it is important to describe the process which will be used in selection and to advertise the number of positions to be filled. (See sample RAB Membership Application.)

(5) Create a slate of candidates and determine who should be asked to join the RAB. Individuals who represent a cross section of the community should be chosen for RAB membership by the current TRC. If there is no TRC, the installation and state and federal agencies with cognizance over the cleanup should choose the community members to the RAB.

(6) Announce new members upon their selection. Their names and phone numbers should be made available to the community to assure access and communication.

C. Selecting Co-Chairs:

(1) Navy Co-Chair:

(a) Appointed by the installation CO.

(2) Community Co-Chair:

(a) Selected by the community members.

(b) Use a process established by the community members of the RAB.

(b) Have the community members establish the terms and conditions for the Community Co-Chair's service.

D. Restoration Advisory Board meetings:

(1) Open RAB meetings to the public.

(a) Hold meeting in rooms large enough to accommodate the those interested in attending and have access for the handicapped.

(2) Select time and place for meetings to permit public attendance.

(3) Announce meetings in advance through announcements in local newspapers and mailings to parties on the mailing list.

(4) Distribute minutes to RAB members and notices of availability to interested parties on the mailing list.

(5) Have RAB members establish procedures for the conduct of the RAB meetings. The public may participate in RAB meetings in one or more of the following ways, depending on the process determined made by the RAB:

(a) Allow the public to ask questions or make comments at specific times as outlined in the agenda; or,

(b) Allot a time at the end of each meeting for public participation; or,

(c) Follow the RAB meeting by a public meeting; or,

(d) Have the public comment and ask questions in writing.

E. Establishing Sub-committees:

(1) Establish sub-committees, as needed, to investigate technical issues in depth, prepare special reports, produce bulletins, summarize activities, or conduct other tasks. (For example a special sub-committee could be established to work with the Public Affairs Officer of the base on community relations activities such as determining when public meetings should be held, preparing brochures to explain the restoration process, preparing newsletters, and responding to individual queries.)

F. Administrative Support:

(1) Support of RAB requirements is the responsibility of the installation. DERA funds, or BRAC funds at closing installations, may be used for administrative support.

(2) If an installation requests support for their RAB, EFDs may provide the following:

(a) Take minutes, prepare draft and final copies of minutes.

(b) Prepare fact sheets and newsletters.

(c) Make presentations to the RAB, prepare summary documents, and maintain the information repository.

(d) Assist in responding to comments.

(e) Obtain facilities in which to conduct meetings.

RESTORATION ADVISORY BOARD
FACT SHEET
(Name and Location of Installation)

RESTORATION ADVISORY BOARD (RAB)

Background

The Interim Report of the Federal Facilities Environmental Restoration Dialogue Committee dated February 1993, is a consensus document developed by over 40 members of a committee chartered by the U.S.. Environmental Protection Agency (EPA) under the Federal Advisory Committee Act. Key recommendations from this report are to share information with stakeholders and to establish site specific advisory boards. These recommendations, where applicable, will be implemented throughout DoD and Navy policy and guidance.

DoD's Defense Environmental Restoration Program (DERP) policy is to involve the local community in the DERP program as early as possible and throughout the Installation Restoration Program (IRP) process by: establishing communication channels with representatives of the community; making information on activities available in a timely manner; providing opportunities for public comment on documents; and at installations where there is sufficient interest, establishing Restoration Advisory Boards (RABs). Department of the Navy policy is to convert all Technical Review Committees (TRCs) to RABs.

What is a RAB?

The RAB is a group established for the expressed purpose of allowing individuals the opportunity to give advice to *(Name of installation)* on their restoration program and to act as a focal point for the exchange of information between *(Name of Installation)* and the local community. The RAB is intended to bring together community members who reflect the diverse interests within the local community, enabling the early and continued two-way flow of information, concerns, values, and needs between the community and the installation. The RAB will work in partnership with the installation on clean-up issues and related matters.

RABs will not make decisions on environmental restoration activities, but will provide information, suggestions, and community input to be used by the DON in making decisions on actions and proposed actions involving releases or threatened releases and cleanups. RABs will not take the place of community outreach and participation activities required by law, regulation, or policy. All community relations requirements must still be met.

How to Establish a RAB?

Installations which currently have TRCs will; 1) expand existing TRCs to include additional community representatives, 2) establish Co-Chairs, one from the community members of the RAB and one from DON, and 3) open meetings to the public.

Installations which do not currently have TRCs will establish RABs under the following conditions; 1) determination that a release or threat of a release has been confirmed upon the completion of the preliminary assessment (PA) or site inspection (SI), 2) request from a local government that a RAB be formed, 3) presentation of a petition signed by fifty local residents requesting that a RAB be formed, or 4) determination by the installation that a RAB is needed.

Responsibilities of a RAB.

The responsibilities of the RAB as a whole are to:

1) Conduct regular meetings, open to the public, at convenient times and locations.

2) Keep meeting minutes, make them available to interested parties, and publish them in a local newspaper.

3) Develop and use a mailing list of names and addresses of interested parties who wish to receive information on the cleanup program.

4) Provide a forum for individual members to give advice and make recommendations on environmental restoration issues to the DON. RABs will not vote on issues or make recommendations as a body.

5) Establish a procedure for public participation and responding to questions and comments from the public at RAB meetings.

(Name and Location of Installation)
RESTORATION ADVISORY BOARD
MEMBERSHIP NOTICE

The Interim Report of the Federal Facilities Environmental Restoration Dialogue Committee dated February 1993, is a consensus document developed by over 40 members of a committee chartered by the U.S., Environmental Protection Agency (EPA) under the Federal Advisory Committee Act. Key recommendations from this report are to share information with stakeholders and to establish site specific advisory boards. These recommendations, where applicable, will be implemented through DoD and Navy policy and guidance.

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What is a RAB?

The RAB is a group established for the expressed purpose of allowing individuals the opportunity to give advice to *(Name of installation)* on their restoration program and to act as a focal point for the exchange of information between *(Name of Installation)* and the local community. The RAB is intended to bring together community members who reflect the diverse interests within the local community, enabling the early and continued

RAB MEMBERSHIP REQMTS

Term - *(As established by RAB or the Navy and regulators)*

Availability to Community - Members should be willing to communicate with local community members and interest groups concerned with specific base issues. Members will serve as a direct and reliable conduit for information flow to and from the community.

Document Review - Members will be expected to comment on documents available for review and to provide timely comments.

Attendance - Members are expected to attend all RAB meetings or send an alternate. If a member fails to attend or send an alternate to two consecutive meetings, the RAB co-chairs may ask the member to relinquish their membership.

Resignation/Removal - Members unable to continue to fully participate shall submit their resignation in writing to either of the RAB co-chairs. If the member is representing a group or organization, that group or organization may nominate a new member.

Residency - To be a RAB member, individual community members or organizations must reside in the vicinity of *(name of installation)*.

two-way flow of information, concerns, values, and needs between the community and the installation. The RAB will work in partnership with the installation on clean-up issues and related matters.

RAB members will be asked to meet regularly and review and comment on technical documents and plans relating to the ongoing environmental studies and cleanup activities at *(Name of installation)*. Members will be expected to serve as a liaison with the community and be available to meet with community members and groups. Members are expected to serve a *(term to be established by the RAB or Navy and regulators)*.

All RAB meetings will be open to the public. Technical support staff will be available to provide informational support and explanation to RAB members.

To ensure opinions about environmental restoration reflect diverse interests within the local community, RAB membership should include - but is not limited to:

* TRC members
* local official/agencies
* business community
* school districts
* residents/community members
* base employees/residents
* local environmental groups
* civic/public interest groups
* religious community
* other regulatory agencies
* labor organizations
* local homeowners organizations

How to Become a RAB Member?

Community members interested in finding out more about the RAB are invited and encouraged to attend a community meeting *(Name of installation)* will conduct on *(date & time)*. At the meeting, you will learn about the purpose of the RAB, membership opportunities and member expectations. RAB membership applications will be available at the community meeting. The community meeting will be held at the following address:

(Location & address)

If you have questions about the RAB or are interested in applying for RAB membership, applications can also be obtained by contacting:

(POC, address & phone number)

All membership applications must be received by *(Deadline for Applications)*. Applications will be reviewed and approved by members of the current TRC including regulatory agencies, community members, local government and *(Name of installation)*.

MEMBERSHIP APPLICATION

(Name and Location of Installation)
RESTORATION ADVISORY BOARD

Conditions for Membership:

Restoration Advisory Board (RAB) members are expected to serve a term (*As established by the RAB or the Navy and regulators*) and attend all RAB meetings or designate an alternate. Members who miss two or more consecutive meetings may be asked to resign. Duties and responsibilities will include reviewing and commenting on technical documents and activities associated with the environmental restoration at (*Name of installation*). Members will be expected to be available to community members and groups to facilitate the exchange of information and/or concerns between the community and the RAB.

RAB membership priority will be given to local residents that are impacted/affected by the closure of the installation. The number of RAB members is limited.

****

Name: _____

Address: _____
Street Apt. # City

Phone: ( )_____ ( )_____ Fax: ( )_____
Daytime Home

Group Affiliation: _____

1. Briefly state why you would like to be considered for membership on the Restoration Advisory Board (RAB). _____

_____

_____

_____

_____

2. What has been your experience working as a member of a diverse group with common

goals?

_____

_____

_____

3. Please indicate if you are interested in being considered for the community co-chairperson position on the RAB by checking the box below:

_____ Yes, I would like to be considered.

4. Are you willing to serve as a member of this RAB for (*term established by RAB or Navy and regulators*)?

_____ Yes, I am willing to serve as requested.

5. By submitting this signed application, you are aware of the time commitment which this appointment will require of you.

6. By submitting this signed application, you willingly agree to work cooperatively with other members of the committee to ensure efficient use of time for addressing community issues related to environmental restoration of the (*Name of installation*).

_____ _____

Applicant Signature Date Date

Please return your completed application to:

(*POC name, address, phone #*)

ADDITIONAL SUGGESTIONS FOR RAB IMPLEMENTATION

The California Environmental Protection Agency, Department of Toxic Substances Control, Base Closure and Conversion released "Interim Guidance for Implementing Restoration Advisory Boards" in November of 1993. This guidance for closing installations in California contains many good ideas and suggestions. It has been edited to make it applicable to RABs at all Navy installations (not just closing installations) and is included here for information.

Background

TRCs focus exclusively on the technical review of clean-up program documents and plans and often have only one community member to represent issues of concern to the entire local community. The advent of the RAB significantly broadens community input and participation in the environmental restoration process.

The RAB is intended to bring together members who reflect the diverse interests within the local community, enabling the early and continued two-way flow of information, concerns, values, and needs between the affected community and the Navy. The RAB will ensure that stakeholders have a voice and can actively participate in a timely and thorough manner in the review of installation clean-up documents and plans. Stakeholders will provide input into the decision-making process. The RAB will provide for the expression and careful consideration of divergent points of views. The RAB members will work in partnership with the Navy on clean-up issues and related matters throughout each installation's cleanup.

This document is intended to supplement Navy guidance by providing ideas and suggestions to enable Navy installations to readily develop and implement RABs. It is intended to be flexible so that each installation can adapt their RAB to the individual needs of the local community.

RAB Development

Most Navy installations have already established TRCs to provide interested parties with a forum to discuss and provide input into site cleanup activities as required by 10 USC 2705(c) and Executive Order 12580. The DOD RAB policy calls for existing TRCs or similar groups to be expanded or modified to become RABs rather than creating a separate committee. The RABs will continue to meet the statutory requirements for TRCs while providing expanded opportunities for ongoing community input and participation in base cleanup and, if applicable, base reuse activities.

The RAB is not a replacement for other community outreach and participation activities required by law, regulation, or policy. All existing public involvement requirements must still be completed, including the community relations requirements of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) as amended by the Superfund Amendments and Reauthorization Act (SARA); and public involvement requirements of the Resource Conservation and Recovery Act (RCRA); the community relations requirements of the National Oil and Hazardous Substances Pollution Contingency Plan (NCP).

Determining Size of RAB

The size of each RAB should be determined on a case by case basis and will likely vary from installation to installation. The RAB should be no larger than is necessary to get the job done but no smaller than is necessary to adequately reflect the diversity of community interests regarding base cleanup and, if applicable, conversion.

Recruiting RAB Members

For an effective RAB to be established quickly, the installation, in coordination with state and other TRC members will need to be proactive in forming and educating the local community about the formation of the RAB, its purpose, and the opportunities for membership. The public outreach effort should be tailored to the individual community at each installation. This is especially important at bases where there has been limited community information or involvement opportunities or where there has been minimal community and media interest in the base.

Based on the level of community response to the above outreach efforts, the Navy, in consultation with TRC members, may decide that additional community outreach is appropriate to further inform the community about RAB formation. This may include holding additional community meetings or workshops, public service announcements on local radio and television stations, additional display adds in local newspapers, wider distribution of the initial RAB fact sheet, and notices on installation and community bulletin boards. Information about the RAB should also be included in all other public information materials distributed by the installation to the community.

Every effort should be made to ensure that all individuals or groups representing the community's interests are informed about the RAB.

Selecting RAB Members

RAB members must be selected in an open and fair manner. As a part of the member selection process, the installation, with input from the TRC, will need to evaluate the current membership of the TRC. Community groups and diverse interests will need to be identified. A target number for community RAB members should be set. Existing community members of the TRC should be strongly considered for RAB membership to preserve continuity and the "institutional history" of the clean-up process to date during RAB start-up. The installation will select RAB members with input from the TRC. It is important to include representative from the community since organized groups and diverse interests may not include the viewpoints and ideas of the average citizen. The RAB will be used as a tool for inclusion of community views.

RAB members should live/work in or near the affected community. The following list of potential interests should be considered for representation on the RAB. This list is intended to be illustrative and not all-inclusive. Each RAB should be developed to reflect the unique mix of interests and concerns within the local community.

- local residents/community members
- local reuse committees
- Technical Assistance Grant (TAG) recipients
- current TRC members
- local officials/agencies
- business community
- school districts
- base employees/residents
- local environmental groups/activities
- civic/public interest organizations
- religious community
- other regulatory agencies
- labor organizations
- local homeowners organizations

The Navy, the State environmental agency, and the U.S. EPA (where applicable), will each be represented on the RAB. While it is anticipated that other members of the installation and regulatory project team will regularly attend and participate in RAB meetings as resources, the majority of RAB members should be from the local community in keeping with the goal of increased public involvement.

Once selected, most RAB members will require some initial orientation to enable them to perform their duties. The installation should consider ways to quickly inform and educate the RAB members to promote the rapid formation of a fully functioning RAB. This may be accomplished at initial RAB meeting or at special orientation sessions and may include the following:

- informal briefings
- briefing booklets, past fact sheets, maps
- site tours
- team building exercises

Technical support staff from state, federal, and local agencies that have involvement with cleanup will be asked to attend RAB meetings to provide information in their areas of expertise and will be available to provide information and explanation to RAB members.

The intent of the RAB concept is to ensure on-going consistent involvement by community members. Therefore, it is anticipated that the RAB will enjoy regular attendance by all members. This will aid in the development and operation of the RAB as a team project in which all members have a clearly-defined role to play, and contribute to the ultimate goal of remediation of the installation.

Electing a Community Co-Chair

This task will be essential to the full implementation of the RAB. The Community Co-Chair should be selected by the community members of the RAB as soon as possible after the community members are selected.

The length of the term to be served by the Community Co-Chair should be decided upon by the individual RAB. One or two year terms should be feasible. This will allow for continuity, but also timely change if necessary. The RAB community membership should also bear the responsibility of terminating a Community Co-Chair that is either ineffective or detrimental to the progress of the RAB. This should be done in the same manner as the initial appointment, by a vote of the RAB community members.

Distribute a Fact Sheet

After the RAB members and Community Co-Chair have been selected, the installation should prepare and distribute a brief fact sheet to announce that the RAB has been formed and publish the names and phone numbers of RAB members and Co-Chairs. The fact sheet could also announce the RAB meeting schedule, publicly thank all community members who applied, and encourage ongoing community attendance and participation at future RAB meetings.

RAB Meeting Preparation

Before the initial RAB meeting, it is recommended that the installation proactively begin the process of informing and educating the community about the purpose of the RAB and

opportunities for participation. This is especially important at bases where a TRC has not been formed or where the community has had limited participation in the TRC. This can be accomplished by completing the following suggested activities:

Fact Sheet

It is recommended that a brief, one-page fact sheet describing the RAB be prepared and distributed prior to the initial RAB meeting. It may be advisable to distribute the fact sheet to the existing community relations mailing list unless a wider distribution is deemed desirable. The fact sheet should describe the purpose of the RAB, the member selection process, and state the expectations for RAB members. Copies of the fact sheet should be made available to the public in the information repositories and at the initial RAB meeting.

Public Notice Display Ad

It is recommended that the installation advertise the initial meeting in one or more newspapers of general circulation serving the affected communities around the installation, as well as the base newspaper. It is suggested that a display ad be published approximately seven (7) days prior to the initial RAB meeting and include the following information:

- time and location of the meeting
- RAB purpose and membership
- announcement that meeting is open to public and describe process for public participation
- name and phone number of contact person for more information

The display ad should be placed in a prominent section of the newspaper likely to be read by the majority of community members. A sample RAB public notice is included for your review.

Agenda

An agenda for the initial meeting should be developed with input from existing TRC members. The agenda should include input from the local community, as appropriate, regarding their concerns and issues. This can be an important first step in moving toward the goal of RAB implementation.

Involving community members in the development of the initial RAB meeting will ease the transition from TRC to RAB by increasing the community's sense of ownership in the RAB.

Successful RABs will require coordination between the Co-Chairs. This will be extremely applicable to agenda development. Each meeting should have a definite purpose. The purpose can range from reviewing and discussing a specific document to technical updates regarding test results. The purpose of the meeting will determine the agenda items, and the speakers. Prior to developing the agenda, input should be received from stakeholders that may somehow be impacted/affected.

Press Release

It is recommended that the installation's public affairs office prepare and distribute a press release to announce the formation and purpose of the RAB and the time and location of the initial meeting. Depending on local media coverage of base environmental issues, it may be appropriate to prepare a more extensive media packet of information to update the local media regarding base clean-up.

Initial RAB Meeting

The initial meeting of the RAB should be conducted by the installation as soon as practicable to ensure the expeditious formation and operation of the RAB.

The focus of the initial meeting should be to introduce the RAB concept to the community. Some of the suggested topics to address include:

- purpose of the RAB
- goal of representing diverse community interests
- difference between the RAB and the TRC
- membership opportunities (if members have not already been chosen)
- member selection process
- member responsibilities and expectations
- selection of the Community Co-Chair
- overview of base clean-up and, if appropriate, conversion activities and plans
- open discussion/question and answer period

The timing and location of the initial meeting should be chosen with the goal of making it convenient for community members to attend and participate. The initial meeting, as with all RAB meeting, should be held in a central location. Input from the community should be strongly considered regarding convenient meeting locations and times.

Minutes

As outlined, the Navy should prepare meeting minutes summarizing the topics discussed at the meeting and future plans. The minutes should be concise summaries of RAB meetings rather than verbatim transcripts to facilitate effective communication with the local communities. Translation of meeting minutes should be provided if a large segment of the local community speaks a language other than English. The draft minutes should be made available for public review in the information repositories within two weeks of the initial meeting. Copies of the minutes should be distributed to existing members of the RAB. The installation may want to consider mailing copies of the minutes to all community members who attend the meetings and to its community relations mailing list.

Provide for Administrative Support

The installation, with EFD support, needs to ensure that adequate administrative support is made available to establish and operate the RAB and conduct ongoing public outreach activities. Needed administrative support will usually include the following:

- meeting rooms located off-base in a central location
- secretarial support to prepare meeting minutes and other routine work processing tasks
- copying/printing for RAB review documents, notices, fact sheets
- mailing/postage
- public notices in local newspapers
- database management for maintenance of RAB mailing lists
- translation/interpretation for outreach materials and RAB meetings where there is a large, non-English speaking population in the local community

Meeting Operation

The Navy Co-Chair and the Community Co-Chair should coordinate the planning of each RAB meeting. Each meeting should have a pre-planned purpose, operating plan, and agenda.

Format

The meeting format of the RAB will vary. The format will be dictated by the purpose of the meeting. Generally, a basic format should include:

- presentation or update by project technical staff
- RAB member discussions
- question/answer/input period for community participants
- list of action items for the RAB members

Subsequent meetings should consider old business prior to discussion of current items.

Response to Comments on Documents

The RAB will regularly review, discuss, and provide comments on a wide variety of draft and final technical documents, status reports, and proposed and final plans within specified timeframes. This information will be made available for public review and comment in the local information repositories. Public comments are to be solicited and considered before documents or plans are finalized.

All documents distributed to the RAB and the public for review and comment should be made available for a minimum of 30 days before comments are due to enable community input. For documents where a review period shorter than 30 days applies to regulatory staff, this same shorter review period would also apply to the review by the RAB and community members. Every effort should be made to provide the RAB and community members with an adequate review period based on the length and complexity of the document. Where necessary, special focus meetings of the RAB may be called to review and comment on key documents.

In order to demonstrate that all comments received on these documents receive the serious consideration called for, the installation should prepare formal written responses to all substantive comments received. Copies of the response to comments should be mailed to individuals who provided comments, to RAB members, and made available for public review in the information repository. For comments answered in the RAB meetings or in the meeting minutes, no additional response is needed.

Meeting Scheduling/Frequency

RAB meetings should be scheduled on a regular basis. The individual RAB members should decide the scheduling and frequency of RAB meetings. The frequency of RAB meetings should be such as to ensure timely and effective communication.

Locations

The RAB meetings should be held in a location agreed upon by the RAB members. In general, this should be a location and time that is convenient to the RAB community members. The development of the RAB concept was meant to ensure and enhance community involvement in the process; providing the community with the opportunity to suggest meeting locations should assure this. Suggested days for community meetings are Tuesday-Thursday, in the evening. A community may be agreeable to a pre-planned Open House on a Saturday.

Special Focus Meetings

When necessary, the RAB may meet for "special focus meetings." These are meetings where a single topic or specific document many be reviewed, discussed, and commented. This may occur when the RAB determines the need for input on specific issues in order to move ahead. Special focus meetings will require increased coordination to ensure that all of the necessary stakeholders are present at the meeting and that their interests are represented.