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NAS KEY WEST
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MINUTES FROM 19 JUNE 1995 TECHNICAL REVIEW COMMITTEE MEETING WITH
ATTACHMENTS NAS KEY WEST
6/19/1995
NAS KEY WEST

Meeting Summary
Installation Restoration Program
Technical Review Committee
Naval Air Station, Key West
June 19, 1995

A meeting of the Naval Air Station, Key West Technical Review Committee (TRC) was held on June 19, 1995 at 1:30 PM in the Commanding Officer's Conference Room. The agenda for the meeting is provided as Attachment A. The meeting sign-in sheet is provided as Attachment B. Meeting handout materials are provided as Attachment C.

Captain Jay Munninghoff, Commanding Officer, NAS Key West, welcomed the TRC members and other attendees. He explained that the purpose of the meeting was to discuss the transition of the TRC to a Restoration Advisory Board (RAB). The RAB will provide expanded opportunities for public participation in the environmental program at NAS Key West. Capt. Munninghoff then introduced William Carley, Public Works Department Environmental Protection Specialist, NAS Key West.

Mr. Carley suggested that the meeting attendees introduce themselves and state their affiliations. He briefly went over the meeting agenda, and turned the program over to Mr. Dudley Patrick, NAS Key West Engineer-In-Charge. Mr. Patrick is with the Southern Division Naval Facilities Engineering Command in Charleston.

Mr. Patrick explained his responsibilities in the Installation Restoration program at NAS Key West, and then briefly summarized the regulatory framework for TRC to RAB transition. He discussed the primary RAB regulations and policy guidance, including Department of Defense (DoD) requirements for RAB formation. He cited the Restoration Advisory Board Implementation Guidelines (issued jointly by DoD and the US Environmental Protection Agency and provided in the meeting handout packets) as presenting a good overview of RAB objectives and implementation procedures. Mr. Patrick then reintroduced Mr. Carley.

Mr. Carley presented a detailed view of the RAB concept. Some key points of his discussion included:

- | | |
|--------------------------------|-------------------------------|
| ■ Purpose of the RAB | ■ RAB implementation schedule |
| ■ Authority of the RAB | ■ RAB composition |
| ■ Member responsibilities | ■ Eligibility requirements |
| ■ Membership selection process | ■ Membership orientation |

Mr. Carley completed his segment with an in-depth focus on the RAB membership solicitation and selection process. He then opened the meeting to questions.

TRC member Vern Pokorski asked if the RAB will be as technically oriented as the TRC. Mr. Carley offered that the RAB, at least at the outset, would likely be less technically oriented than the TRC, given the increased public representation in its membership.

Capt. Munninghoff asked what typically motivates people to join a RAB. Carley and other TRC members replied that factors such as living or working in proximity to the base, membership in existing organizations with an interest in environmental issues, and (in the case of closing installations) financial/commercial interests might spur community members to join a RAB.

No more questions being heard, Capt. Munninghoff thanked the attendees and adjourned the meeting at approximately 2:30 PM.

ABB ENVIRONMENTAL SERVICES, INC.

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FACSIMILE COVER SHEET

TO: DUDLEY PATRICK
803.743.0465

FROM: BILL KOLLAR

Number of pages
including cover: 6

Message: DUDLEY,
DRAFT TRC MEETING MINUTES. ANY COMMENTS?
DID NOT INCLUDE ATT.C (MEETING HANDOUTS) HERE.
WILL INCLUDE WITH FINAL. THANKS.
BILL KOLLAR

If you do not receive all pages or have any problems with receiving, please call (904) 656-1293.

THANK YOU.

ABB
ASEA BROWN BOVERI

DRAFT

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FROM : ABB-ES

TO : 18037430465
ATTACHMENT B

1995.07-10 14:30 #053 P.06/08

NAS Key West Technical Review Committee (TRC) Briefing
on the
Restoration Advisory Board (RAB)
June 19, 1995

<u>Agenda Item</u>	<u>Presenter</u>
WELCOME	Captain Munninghoff
INTRODUCTION OF THE TRC	TRC Members
REGULATORY FRAMEWORK FOR TRC/RAB TRANSITION	Dudley Patrick-SOUTHDIV
OVERVIEW OF THE RAB	Bill Carley-NAS Key West
RAB MEMBERSHIP SOLICITATION AND SELECTION	All
QUESTIONS AND COMMENTS FROM THE TRC	All

File

To: Sue B Lawley@Code 00@NAVFAC EFDSOUTH
Cc: Luis A Vazquez@Code 18@NAVFAC EFDSOUTH
Bc
From: J Dudley Patrick@Code 18@NAVFAC EFDSOUTH
Subject: KEY WEST TRC/RAB TRANSITION
Date: Wednesday, June 21, 1995 14:17:39 EDT
Attach:
Certify: Y
Forwarded by:

Sue:
As you are aware, NAS Key West is transitioning from a TRC to a RAB this summer. I attended a TRC meeting on Monday, 19 June 1995, at the Station where the transition plans were "unveiled" to the TRC members. On 12 July 1995, the Station will put on an information session for the public to learn more about the RAB process. During this time, applications will be accepted and evaluated by a RAB Selection Panel made up of community representatives. Sometime around mid-August, the CO will announce the RAB membership and call the first meeting. I am supporting the Station's efforts with help from ABB-ES. I will try to keep you abreast of things as we move through the transition.

Dudley

**NAS KEY WEST
TECHNICAL REVIEW COMMITTEE
BRIEFING ON THE
RESTORATION ADVISORY BOARD**



JUNE 19, 1995

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on the
Restoration Advisory Board (RAB)
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<u>Agenda Item</u>	<u>Presenter</u>
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RAB MEMBERSHIP SOLICITATION AND SELECTION	All
QUESTIONS AND COMMENTS FROM THE TRC	All

***REGULATORY FRAMEWORK:
TRC/RAB TRANSITION***

NAS Key West

REGULATORY FRAMEWORK:TRC/RAB TRANSITION

Regulatory Requirements and Policy Guidance for Forming a RAB

The Department of Defense (DOD) formally issued policy on September 9, 1993, for establishing RABs at installations designated to close under the Base Realignment and Closure (BRAC) Acts of 1988 and 1990. Policy for non-closing bases was issued on April 14, 1994, as part of the Defense Environmental Restoration Program Management Guidance. In May 1994, DOD and the U.S. Environmental Protection Agency (EPA) jointly issued draft restoration advisory board implementation guidelines that provide a strategy for establishing RABs. In September 1994, final "Restoration Advisory Board Implementation Guidelines" were released jointly by DOD and EPA.

RABs must also meet the statutory requirements for TRCs as set forth in the Superfund Amendments and Reauthorization Act at Section 120(a)(2) and 10 USC 2705 (c), while providing expanded opportunities for community participation in the environmental restoration process. Because RABs are essentially expanded TRCs, they will fulfill the statutory requirements of a TRC.

In general, DOD policy requires that a RAB be created when there is "sufficient, sustained community interest." This is defined as:

- When an installation closure involves transfer of property;
- When 50 citizens petition for an advisory board;
- When federal, state, or local government requests formation of an advisory board; or
- When an installation determines the need for a RAB.

The joint DOD and EPA implementation guidelines draw on recommendations from other sources, including: "Interim Report on the Federal Facilities Environmental Restoration Dialogue Committee" known as the Keystone Report (EPA, February 1993); "Fast Track Cleanup at Closing Installations" (DOD memorandum, September 1993); and "Interim Guidance for Implementing Restoration Advisory Boards" (CA EPA, Dept. of Toxic Substances Control, November 1993).

REGULATIONS AND GUIDANCE ON RABs

- RAB Implementation Guidelines (DOD/USEPA)
- SARA (Superfund) Sect. 120 (a)(2)
- 10 United States Code 2705(c)

DOD policy requires a RAB when:

- installation closure requires property transfer
- 50 citizens petition for an advisory board
- Federal, state, or local government request an advisory board
- *an installation determines the need for one*



DEPARTMENT OF DEFENSE
AND
UNITED STATES ENVIRONMENTAL
PROTECTION AGENCY



**Restoration Advisory Board
Implementation Guidelines**

September 1994

TABLE OF CONTENTS

	Page
I. BACKGROUND	1
II. RAB DEVELOPMENT	2
Preparing for the Initial RAB Information Meeting	2
Initial RAB Information Meeting	3
Converting a TRC to a RAB	5
Formulating the RAB	5
III. RAB OPERATIONS	8
Selecting Co-Chairs	8
Distributing a Fact Sheet	8
Developing a RAB Mission Statement	9
Developing RAB Operating Procedures	9
Training for RAB Community Members	9
Providing Administrative Support to the RAB	9
Funding for RABs	10
Scheduling Meetings	10
Attending Meetings	10
Conducting the Meeting	11
Responding to Comments	12
IV. ROLES AND RESPONSIBILITIES	13
Department of Defense Installation Co-Chair	13
Community Co-Chair	14
RAB Community Members	14
State Regulatory Agency Member	14
U.S. Environmental Protection Agency (EPA) Member	15
BRAC Cleanup Team (BCT) at Closing Installations	15
ENCLOSURES	16
(1) Sample RAB Fact Sheet	17
(2) Sample RAB Public Notice	19
(3) Sample RAB Recruiting Letter	20
(4) Sample RAB Community Interest Form	21

These guidelines are based on the "Interim Guidance for Implementing Restoration Advisory Boards", November 1993, drafted by California Environmental Protection Agency, Department of Toxic Substances Control.

U.S. ENVIRONMENTAL PROTECTION AGENCY
AND DEPARTMENT OF DEFENSE
RESTORATION ADVISORY BOARD IMPLEMENTATION GUIDELINES

I. BACKGROUND

The United States Environmental Protection Agency (EPA) and the Department of Defense (DoD) recognize the importance of public involvement at military installations that require environmental restoration. Therefore, EPA and DoD have developed joint Restoration Advisory Board (RAB) guidelines. DoD policies on community involvement can be found in the "*Management Guidance for Execution of the FY94/95 and Development of the FY96 Defense Environmental Restoration Program*," April 14, 1994.

RABs bring together people who reflect the diverse interests within the local community, enabling the early and continued flow of information between the affected community, DoD and environmental oversight agencies. DoD is creating RABs to ensure that all stakeholders have a voice and can actively participate in a timely and thorough manner in the review of restoration documents. RAB community members will provide advice as individuals to the decision-makers on restoration issues. It is a forum to be used for the expression and careful consideration of diverse points of view. The RAB complements other community involvement efforts, but does not replace them. The DoD installation will continue to be responsible for fulfilling all statutorily mandated public involvement requirements.

This document provides guidelines to assist DoD installations on how to develop and implement a RAB and the role of environmental oversight agencies in this process. It is intended to be flexible so the DoD installation can adapt the RAB to meet the individual needs of the community.

The guidelines are based on recommendations contained in the February 1993, "Interim Report of the Federal Facilities Environmental Restoration Dialogue Committee." While not identical, they are generally consistent with the Committee's recommendations.

Although these guidelines are intended to apply at all military installations, EPA's involvement on a RAB will vary based on the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) National Priorities List (NPL) status of the installation. EPA is committed to full involvement on RABs as the Federal regulatory agency for all DoD installations on the NPL or at base closure sites where EPA has received resources from DoD. EPA's involvement will be at the discretion of EPA's regional office for non-NPL, non-base closure or base closure installations where EPA has not been given resources from DoD.

For this document, the term "stakeholder" is defined as parties that are actually or potentially affected by restoration activities at an installation.

II. RAB DEVELOPMENT

Most DoD installations have already established Technical Review Committees (TRCs) to provide interested parties with a forum to discuss and provide input into site restoration activities as required by 10 USC 2705(c) and Executive Order 12580, "Superfund Implementation." The DoD RAB policy calls for existing TRCs or similar groups to be expanded or modified to become RABs rather than create a separate committee, as long as the RABs meet the statutory requirements for TRCs. RABs provide an expanded opportunity for ongoing community input and participation in all phases of installation restoration activities and decision-making.

The RAB is not a replacement for other types of community outreach and participation activities required by law, regulation, or policy. Therefore, all existing public involvement requirements must still be completed, including the community relations requirements of CERCLA as amended by the Superfund Amendments and Reauthorization Act (SARA); and public involvement requirements of the Resource Conservation and Recovery Act (RCRA), National Environmental Policy Act (NEPA), and any state environmental regulations.

Although the DoD installation has the lead responsibility for the formulation and implementation of the RABs, the state and EPA, as appropriate, should be involved in all phases of RAB planning and operation.

Preparing for the Initial RAB Information Meeting

Before the initial RAB information meeting, the DoD installation should begin the process of informing and educating the community about the purpose of the RAB and opportunities for membership and participation. This is especially important at installations 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

The DoD installation should prepare and distribute a brief, one-page fact sheet describing the RAB prior to the initial RAB information meeting. This should be done in consultation with the existing TRC, the state, and EPA, as appropriate. It may be advisable to distribute the fact sheet using any existing public participation mailing lists unless a wider distribution is deemed desirable. The fact sheet should describe the purpose of the RAB, membership opportunities, the membership selection process, and state the responsibilities of RAB members. Copies of the fact sheet should be made available to the public in

information repositories established by the installation and widely accessible to the community. If a significant segment of the community is non-English speaking or visually impaired, the fact sheet should be translated. A sample RAB fact sheet is included as Enclosure 1.

Public Notice

A paid public notice should be issued to advertise the initial RAB information meeting in at least one newspaper of general circulation serving the affected communities around the installation, as well as in the installation newspaper. The public notice should be published in advance of the meeting and include the following information:

- time and location of the meeting
- notice of the intent to establish a RAB or transition the TRC to become a RAB, if applicable
- RAB purpose
- membership opportunities
- meeting is open for public attendance and participation
- name and phone number of contact person(s) for more information
- topics for consideration at the initial RAB information meeting

The public notice should be placed in a prominent section of the newspaper likely to be read by the majority of community members. A sample public notice is included as Enclosure 2.

Agenda

An agenda for the meeting should be developed by the DoD installation in consultation with the state and EPA, as appropriate. The agenda should reflect community restoration concerns as identified by existing community involvement activities (i.e., interview with key community leaders, review of correspondence, review of media coverage, etc.).

Press Release

The DoD installation's public affairs office should prepare and distribute a press release to explain the purpose of the RAB and the time and location of the meeting. Depending on local media coverage of installation environmental issues, it may be appropriate to prepare a more extensive media packet of information to update the local media regarding installation restoration issues and activities.

Initial RAB Information Meeting

The initial RAB information meeting should be sponsored by the DoD installation as

soon as possible to ensure the expeditious execution of the RAB. This can be accomplished at the next regularly scheduled TRC meeting, as long as sufficient public notice is given, or at a community meeting held specifically for this purpose. Where a TRC currently exists, the TRC must evaluate its member composition and operation using the RAB criteria and modify, as appropriate. The DoD installation should consult with the state and the EPA, as appropriate, well in advance of the initial RAB information meeting on all matters related to the meeting.

The initial RAB information meeting may be facilitated by the DoD installation. If appropriate, the meeting could be facilitated by a professional facilitator with meeting facilitation skills and experience. A professional facilitator should be considered where a controversial situation is anticipated and a sense of independence will avoid, minimize, or even diffuse acrimonious deliberations.

The focus of the meeting should be to introduce the RAB concept to the community and begin the membership solicitation process. Some of the suggested topics to address include:

- overview and purpose of the RAB
- goal of representing diverse community interests
- difference between the RAB and the TRC
- membership opportunities
- member selection process and time table
- member responsibilities and what is expected of members
- overview of installation restoration and/or conversion activities and plans (as appropriate)
- open discussion/question and answer period
- co-chair opportunities
- potential conflict of interest concerns

The date and location of the meeting should be chosen with the goal of making it convenient for a majority of community members to attend and participate. The meeting, as with all RAB meetings, should be held in a central location. Input from the community should be strongly considered regarding convenient meeting locations and times. The DoD, the state, and EPA should ensure that a representative and/or designee is in attendance at all RAB meetings.

The DoD installation should prepare meeting minutes summarizing the topics discussed at the meeting. The minutes should be a concise summary of the meeting rather than verbatim transcripts. Translation of meeting minutes should be provided if a large segment of the local community speaks a language other than English or members of the community are visually impaired. The minutes should be made available to the public at the information repositories and/or other places within two weeks of the meeting. The DoD installation may want to consider mailing copies of the minutes to all community members

who attended the meeting, existing TRC members and/or to people identified on the installation's community relations mailing list.

Converting a TRC to a RAB

If an installation already has a functioning TRC, it should be converted into a RAB instead of establishing a separate committee. Some of the tasks that need to be done to accomplish the conversion are: adding a community co-chair; increasing community representation; and making all meetings open to the public. The ultimate goal of the RAB is to improve communications among stakeholders and solicit input to be used in the decision process.

As a part of the initial member selection process, the DoD installation, with input from the EPA, as appropriate, and the state, should evaluate diversity of the current membership of the TRC. DoD membership should consist of 1 to 2 members. As a general rule, TRC members should be given preference for a seat on the RAB to preserve continuity and the "institutional history" of the restoration process. This should be balanced against the preeminent need to form a RAB truly representative of the community's diverse interests.

Formulating the RAB

Ensuring Membership Diversity and Balance

RAB members should be identified by a selection panel, see "Selecting Community Members." The RAB should be comprised of members from the local community and representatives from DoD, the state, and EPA, as appropriate. Community members selected for RAB membership should reflect the diverse interests within the local community. RAB members should live/work in the affected community or be impacted by the restoration program. The following list of potential interests should be considered for representation on the RAB. This list is 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 (including minorities and low income)
- local reuse committees
- Technical Assistance Grant (TAG) recipient
- current TRC members
- local government officials/agencies
- business community
- school districts
- installation employees/residents
- local environmental groups/activists
- civic/public interest organizations
- religious community
- other regulatory agencies

- local homeowners organizations
- medical community
- Native American tribes

DoD, the state, and EPA, as appropriate, will generally have one member each on the RAB. While it is anticipated that other members of the installation and regulatory agencies will regularly attend and participate in RAB meetings as resources, the majority of RAB members should be from the local community.

Soliciting Community Members

For an effective RAB to be established quickly, the DoD installation, in coordination with the EPA, as appropriate, and the state, needs to inform and educate the local community about the formulation of the RAB, its purpose, and the opportunities for membership. The public outreach effort should be tailored to the individual community at each installation and may include letters to local government officials and community members. This is especially important at installations where there has been limited community involvement opportunities or where there has been minimal community and media interest in the installation.

Every effort should be made to ensure that all individuals or groups representing the community's interests are informed about the RAB and given the opportunity for RAB participation. Based on the results of member recruitment efforts, it may be necessary to directly solicit some groups or organizations. A sample RAB member recruiting letter is included as Enclosure 3 and may be useful in such efforts. For ease in tracking community interest, a community interest form, Enclosure 4, can be developed and distributed at the initial meeting, made available at local information repositories or other suitable locations, and mailed to persons who write or call.

Determining the Size of RAB

The initial size of the RAB will be determined by the RAB selection panel. Once the RAB is operational, procedures should be developed to address the addition and removal of RAB members. The RAB may want to re-evaluate the current RAB size, diversity and balance, and add members. To facilitate constructive dialogue, the RAB should generally be no larger than 20 individuals but no smaller than is necessary to adequately reflect the diversity of community interests regarding installation restoration. If RAB membership significantly exceeds 20, efforts should be made to consolidate and eliminate any duplicate representation of similar view points. If the RAB is larger than 20, the use of sub-committees should be considered.

Selecting RAB Members

The transition period between the meeting to initiate RAB formulation and the

implementation of a fully functioning RAB will likely be a busy, challenging period. Although the length of time required to complete the transition to a RAB will vary from installation to installation, most RABs should set a goal to be in full operation within six months from the meeting to initiate RAB formulation. During this period of time the following key activities should be completed to ensure successful development and implementation of the RAB.

Selecting Community Members:

Selection Panel. The installation Commanding Officer (CO) in consultation with the state and EPA, as appropriate, should identify community interests and solicit names of individuals who can represent these interests on the selection panel. Once the selection panel nominees have been provided, the CO in consultation with the state and EPA, as appropriate, should review the selection panel nominations to ensure balance and diversity. If nominations represent the diversity of the community, they will become the selection panel. The panel should establish and announce the following items:

- procedures for nominating community RAB members
- process for reviewing community interest forms
- criteria for selecting community RAB members
- list of RAB nominees

Final Selection: RAB membership selection should be in an open and fair manner using the panel. The panel will evaluate interest forms and develop a nomination list for the CO. The CO, in consultation with the state and EPA, as appropriate, should review the list to ensure that nominees represent the diversity of the community. If the list lacks diversity, the CO will ask the selection panel to provide a revised list. A lack of diversity or balance is the only reason a list can be rejected.

The selection panel may want to contact those who expressed interest but not selected for RAB membership to thank them for their interest and willingness to participate in the RAB. A letter to them should explain selection criteria, why they were not chosen and should encourage them to attend and participate at the RAB meetings as members of the general public. Their interest forms should be kept on file for consideration when future membership openings occur.

Additions to and removals from the RAB can be made at any time the RAB deems necessary. Procedures for additions and resignations should be outlined in the operating procedures.

NOTE: DOD contractor personnel should not be RAB members. However, for community RAB members who have business interests, membership on the RAB should not limit ability to compete for contracts. All information provided the RAB members should also be made available to the general public. Appropriate assurances should be made to

avoid conflicts of interest.

Selecting Government Members:

The DoD installation, state and local governments, and EPA, as appropriate, should be represented on the RAB. Members may include the Remedial Project Manager (RPM) from the service, state, and EPA, as appropriate, and representatives from local agencies. Representatives should dedicate the time necessary and have sufficient authority to fulfill RAB responsibilities. Whenever, possible, each entity should be represented by one individual. Other government officials such as public health officials from the Agency for Toxic Substances and Disease Registry (ATSDR) may attend RAB meetings as their expertise may be needed.

In the case of closing military installations, the Base Realignment and Closure (BRAC) Cleanup Team (BCT) will be a member of the RAB. The BCT consists of representatives from the DoD service, EPA, and the state.

III. RAB OPERATIONS

This section presents some important issues related to RAB operations. Once the RAB is officially formed, the RAB should develop and implement its operating procedures.

Selecting Co-Chairs

Co-chairs' responsibilities should be jointly held between the installation and community and they will serve as equal partners. Selection of the DoD installation co-chair is by the installation's CO. The community co-chair should be selected by the community members of the RAB. The co-chairs should have sufficient authority and ability to fully undertake RAB chairperson responsibilities.

The length of the term to be served by the co-chairs should be decided upon by the RAB and outlined in the RAB's operating procedures, one- or two-year terms should be considered. This will allow for continuity, but also timely change if necessary. Co-chair termination procedures should be articulated in the RAB's operating procedures.

Distributing a Fact Sheet

After the RAB is established, the RAB should consider preparing and distributing another brief fact sheet to announce that the RAB has been formed and publish the names of RAB members. The fact sheet could also announce the RAB meeting schedule, publicly thank all community members who expressed interest in RAB participation, and encourage ongoing community attendance and participation at future RAB meetings.

Developing a RAB Mission Statement

Each RAB should develop a mission statement that articulates the overall purpose of the RAB. The statement can be brief. For example, "The RAB mission should be to establish and maintain a forum with all stakeholders for the exchange of information in an open and interactive dialogue concerning the installation's restoration program."

Developing RAB Operating Procedures

The RAB should develop a set of operating procedures. The operating procedures should include policies on attendance, meeting frequency, procedures for removing, replacing co-chairs and replacing/adding other members, membership and co-chair length of service, methods for resolving member disputes, process for reviewing and responding to public comments, and procedures for public participation.

Training for RAB Community Members

Once selected, RAB members may need some initial orientation to enable them to perform their duties. The DoD installation should work with the state, EPA and environmental groups to develop methods 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 meetings or at special orientation sessions and may include the following:

- formal training sessions
- workshops
- informal briefings
- briefing booklets, past fact sheets, maps
- site tours

Technical support staff from state, federal, and local agencies that have involvement with restoration and reuse issues may 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.

Providing Administrative Support to the RAB

The DoD installation needs to ensure that adequate administrative support is made available to establish and operate the RAB. It is especially important to provide for ongoing administrative support for closing or closed installations. Administrative support will usually include the following:

- meeting facilities
- preparation of meeting minutes and other routine word processing tasks
- copying/printing of RAB documents, notices, fact sheets

- conduct mailings
- distribution of public notices in local newspapers
- management of RAB mailing lists
- translation and distribution of outreach and other RAB materials
- meeting facilitation

Funding for RABs

Administrative and logistical support to meet the RAB's mission should be provided by the DOD installation, using the Defense Environmental Restoration Account at non-BRAC installations, and BRAC funds at closing installations.

Technical Assistance

Community members of the RAB at NPL installations may establish an organization and apply for a Technical Assistance Grant from EPA, provided that a TAG has not already been awarded to another community group at the installation.

Scheduling Meetings

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 to ensure timely and effective communication. Closing installations may require more frequent meetings.

Location

The RAB meetings should be held in a location agreed upon by the RAB members and in a location that is accessible to the physically impaired. 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.

Special Focus Meetings

When necessary, the RAB may meet for special focus meetings. These are meetings where a single topic or specific document may be reviewed, discussed, and commented on. This may occur when the RAB determines the need for input on specific issues in order to move ahead or the co-chairs agree that a special meeting is necessary.

Attending Meetings

Ongoing and consistent involvement of all board members is essential to the success of the RAB. Regular attendance by all members or designated alternates is expected. Early in the process, the group should jointly establish groundrules for participation, including

meeting attendance. Representatives from the DoD, environmental regulatory agencies, and the community should attend all RAB meetings. This will aid in the operation of the RAB as a team.

If after selection, a RAB member is unable to fully participate, the RAB, using pre-established rules, should ask the member to submit his/her resignation in writing to either of the RAB co-chairpersons. Procedures for replacing/adding members should be decided by the RAB.

Conducting the Meeting

Each meeting should have a purpose and an agenda. Because these meetings are open to the public, a translator should be provided where a large portion of the community is non-English speaking or hearing impaired. If the RAB deems that an outside facilitator is necessary, arrangements should be made accordingly.

Nature of Discussions

DOD will consider all advice provided by the RAB whether consensus in nature or provided on an individual basis, including advice given that represents the minority view of members. However, because DOD does not intend for Federal Advisory Committee Act (FACA) requirements to apply to RABs, consensus is not a prerequisite for RAB recommendations. Each individual should provide advice as an individual, not as a group. At the same time, while consensus is not required or asked of the board members, in the natural course of discussions consensus may evolve.

Format

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

- review of "old" business
- presentation or update by project technical staff and RAB member discussions
- question/answer/input/discussion period for non-RAB community participants
- list of action items for the RAB members
- discussion of the next meeting's agenda

Meeting Minutes

The RAB should prepare meeting minutes summarizing the topics discussed at RAB meetings. The minutes should be concise summaries of RAB meetings rather than verbatim transcripts to facilitate effective communication with the local communities. Before copies of the meeting minutes are distributed to existing members of the RAB and made available for public review, the co-chairs should review and approve them. These minutes should be

made available to the public within two weeks of the meeting. A public notice should be prepared to announce the availability of the meeting minutes and the next meeting. The DoD installation may want to consider mailing copies of the minutes to all community members who attend the RAB meetings and to those on the community relations mailing list.

The meeting minutes should be translated if a large segment of the local community speaks a language other than English or members of the community are visually impaired. The DoD installation is responsible for distributing copies of the meeting minutes and all documents to the RAB for review and comment and that this same information is consistently available for public review in the information repositories.

Responding to Comments

The RAB should regularly review, discuss, and provide comments on a wide variety of technical documents and plans. This information should simultaneously be made available for public review and comments at the local information repositories. Public comments should be seriously considered before these documents or plans are finalized.

Public Comment Periods Required by Regulation

The DoD installation should solicit and respond to comments from the public as specified in applicable regulations. In some cases, e.g. RCRA, the regulatory agency is required to obtain public input on corrective actions. Accordingly, it may not be necessary for the DOD installation to seek public comment.

The public is the community at large, not only the RAB.

Other Comments

As a general rule, all draft and final documents deliverable to regulators should be distributed to the RAB and the public for review and comment when they are given to the regulators and should be made available for at least 30 days for review. 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.

To demonstrate commitment to meaningful consideration of comments, the DoD installation should prepare formal written responses to all substantive comments received from the RAB and the general public. In some cases, RAB meeting minutes may suffice to document responses to specific comments.

Addressing Non-restoration Issues

Because RABs provides a direct channel for communication to the installation, community members may raise some non-restoration issues during RAB discussions. Although these issues may not be appropriate for discussion within the context of the RAB, DOD should be responsive to these concerns by referring them to the appropriate offices at the installation or to alternative forums more appropriate for the issue (i.e., at closing installations, non-restoration issues should be referred to the local Reuse Committee, the Base Transition Coordinator, or the BRAC Cleanup Team).

IV. ROLES AND RESPONSIBILITIES

Department of Defense Installation Co-Chair

1. The DoD installation co-chair should coordinate with the community co-chair to prepare and distribute an agenda prior to each RAB meeting. If the RAB will address restoration related to base closure activities, the DoD and community co-chair should coordinate with the BRAC Cleanup Team, the Base Transition Coordinator, and the reuse committee.
2. The DoD installation co-chair should ensure that DoD participates in an open and constructive manner.
3. The DoD installation co-chair should attend all meetings and ensure that the RAB has the opportunity to participate in the restoration decision process.
4. The DoD installation co-chair should ensure that community issues and concerns related to restoration are addressed when raised.
5. The DoD installation co-chair should ensure documents distributed to the RAB are also made available to the general public.
6. The DoD installation co-chair with assistance from the RAB should ensure that an accurate list of interested/affected parties is developed and maintained.
7. The DoD installation co-chair should provide relevant policies and guidance documents to the RAB in order to enhance the RAB's operation.
8. The DoD installation co-chair should ensure that adequate administrative support to the RAB is provided.
9. The DoD installation co-chair should refer issues not related to restoration to appropriate installation official for them to address.

10. The DoD installation co-chair should report back to the installation.

Community Co-Chair

1. The community co-chair should coordinate with the DoD installation co-chair and RAB community members to prepare an agenda prior to each RAB meeting.
2. The community co-chair should ensure that community members participate in an open and constructive manner.
3. The community co-chair should ensure that community issues and concerns related to restoration are raised.
4. The community co-chair should assist with the dissemination of information to the general public.
5. The community co-chair should report back to the community.
6. The community co-chair is expected to serve without compensation.

RAB Community Members

1. The RAB community members are expected to attend meetings.
2. The RAB community members are expected to provide advice and comment on restoration issues to the decision makers.
3. The RAB community members should represent and communicate community interests and concerns to the RAB.
4. The RAB community members should act as a conduit for the exchange of information between the community, DoD installation, and environmental oversight agencies regarding the installation's restoration and reuse programs.
5. The RAB community members should review, evaluate, and comment on documents and other such materials related to installation restoration and closure, where applicable.
6. The RAB community members are expected to serve without compensation on the RAB.

State Regulatory Agency Member

1. The state member should attend RAB meetings.

ENCLOSURES

2. The state member should serve as an information, referral and resource bank for communities, installations and agencies regarding installation restoration.
3. The state member should review documents and other materials related to restoration.
4. The state member should ensure that state environmental standards and regulations are identified and addressed by the DoD installation.
5. The state member should facilitate flexible and innovative resolutions of environmental issues and concerns.
6. The state member should assist in education and training for the RAB members.

U.S. Environmental Protection Agency (EPA) Member

1. The EPA member should attend RAB meetings.
2. The EPA member should serve as an information, referral and resource bank for communities, installations and agencies regarding installation restoration.
3. The EPA member should facilitate flexible and innovative resolutions of environmental issues and concerns.
4. The EPA member should ensure that federal environmental standards and regulations are identified and addressed by the DoD installation.
5. The EPA member should assist in education and training for the RAB members.

BRAC Cleanup Team (BCT) at Closing Installations

1. The BCT should maintain a close working relationship with other members of the RAB.
2. The BCT should provide timely and accurate information to the RAB.

RESTORATION ADVISORY BOARD (RAB)

(name and location of installation)

(add site-specific logo if available)

Background

At *(name of installation)* the *(name of service)* will be pursuing installation restoration activities as part of the Department of Defense's Installation Restoration Program (IRP). *(Provide a brief description of the restoration activities projected at the installation.)*

What is a RAB?

The RAB is an advisory body designed to act as a focal point for the exchange of information between *(name of installation)* and the local community regarding restoration activities. 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 affected community and the installation.

RAB members will be asked to meet regularly and review and comment on technical documents and plans relating to the ongoing environmental studies and restoration 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. Membership terms will be decided by the RAB. All RAB meetings will be open to the public. Technical support staff will be available to provide informational support and explanation to RAB members.

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 that *(name of installation)* will conduct on *(date and time)*. At the meeting, you will learn about the purpose of the RAB, membership opportunities and responsibilities, and hear an update on the status of installation restoration activities and future plans. RAB membership applications will be available at the community meeting. The community meeting will be held at the following address:

(List location, address, date, and time of meeting)

If you have questions about the RAB or are interested in applying for RAB membership, community interest forms may also be obtained by contacting:

(List name, title, address, and telephone number of contact)

All Community Interest Forms must be received by *(deadline for forms)*. Forms will be reviewed and approved by the selection panel. The selection panel is organized by the Commanding Officer of *(name of installation)*. The selection panel members are representatives from the DoD installation, state, community and EPA, as appropriate.

Community Expectations

Community members are expected to serve as volunteers on RABs to provide advice to the decision makers about restoration plans for the *(name of installation)*.

PUBLIC NOTICE
(name of installation)
Formation of Restoration Advisory Board
Membership Solicitation

The Department of Defense recognizes the importance of stakeholder participation for Installation Restoration Programs (IRP). Therefore, *(name of installation)* is announcing the establishment of a Restoration Advisory Board (RAB). The RAB is intended to improve public participation by involving the community in the restoration decision-making process.

The existing Technical Review Committee (TRC) will be modified to become a RAB. The RAB will include community members who reflect the diverse interests of the local community. RAB members will be asked to review and comment on plans and activities relating to the ongoing environmental studies and restoration activities at *(name of installation)*. RAB members will have the opportunity to provide input on activities that will accelerate the restoration. Members will also be expected to serve as a voluntary liaison between the community and the RAB and be available to meet with community members and/or groups. RAB meetings will be open to the public.

Community interest forms can be obtained by contacting:

(List name, title, address, and telephone number of contact[s])

Members will be expected to serve a one- to two-year term and attend RAB meetings regularly. Forms will be reviewed and approved by the selection panel. The selection panel members will be representatives from the *(name of installation)*, *(name of state environmental agency)*, the community, and the U.S. Environmental Protection Agency, as appropriate. To qualify, interested parties must be local residents of *(name of cities or counties)* that are impacted/affected by *(name of installation)*.

The initial RAB information meeting will be held:

(list location, date, and time of meeting)

For additional information, please contact *(name, address, and telephone number of contact)*.

RESTORATION ADVISORY BOARD FORMATION

Dear *(name of community member)*:

The Department of Defense recognizes the importance of stakeholder participation in our Installation Restoration Programs (IRP). Therefore, *(name of installation)* is announcing the establishment of a Restoration Advisory Board (RAB). The RAB is intended to improve public participation by involving the community in the restoration decision-making process.

The RAB will include community volunteer members who reflect the diverse interests of the local community. RAB members will have an opportunity to provide input on installation restoration activities. RAB community members can expect to spend *(number of hours/days)* per year supporting the RAB.

RAB members will be asked to meet regularly and review and comment on plans and activities relating to the ongoing environmental studies and restoration activities at *(name of installation)*. RAB members will be expected to serve as a liaison with the community and be available to meet with community members and groups. Members will be expected to serve a term. All RAB meetings will be open to the public.

If you are interested in participating on the RAB for *(name of installation)*, please complete the enclosed Community Interest Form and return it to the following address not later than *(deadline for applications)*:

(List name, address, and telephone number of contact)

Forms will be reviewed by a panel comprised of representatives from the community. The panel will nominate a list of community members for the RAB to the *(name of installation)* and appropriate regulatory agencies.

Sincerely,

(name of selection panel member)

Enclosure

Enclosure 4: Sample RAB Community Interest Form (continued)

4. The community co-chairperson will be selected by community members of the RAB. Please indicate if you are interested in being considered for the community co-chairperson position on the RAB.

Yes, I would like to be considered.

5. Are you willing to voluntarily serve on the RAB?

Yes, I am willing to serve.

6. By submitting this form, you are aware of the time commitment which this appointment will require of you.

PRIVACY ACT STATEMENT: The personal information requested on this form is being collected in order to determine interest in and qualification for membership on the Restoration Advisory Board. The information will be reviewed by a selection panel and will be retained in a file at *(name of installation)*. The information will not be disseminated. Providing information on this form is voluntary.

COMMUNITY INTEREST FORM FOR
(NAME OF INSTALLATION) RESTORATION ADVISORY BOARD

Conditions for Membership:

Restoration Advisory Board (RAB) members are volunteering to serve a term and attend all RAB meetings. Duties and responsibilities will include reviewing and commenting on plans and activities associated with the Installation Restoration Program at *(name of installation)*. Technical experts will be made available to the RAB. 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 community members can expect to devote approximately *(number of hours/days)* per year to support the RAB.

Priority for RAB membership will be given to local residents that are impacted/affected by the *(name of installation)*.

Name: _____

Address: _____
Street Apt.# City State Zip

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

1. (OPTIONAL) Are you affiliated with any group related to restoration or base closure activities? If yes, list the group and your position, if applicable.
2. Briefly state why you would like to participate on the RAB.
3. What has been your experience working as a member of a diverse group with common goals?

OVERVIEW OF THE RAB

NAS Key West

ALL NAVY TECHNICAL REVIEW COMMITTEES (TRC) ARE BEING CONVERTED TO RESTORATION ADVISORY BOARDS (RAB)

"the whole cleanup initiative will reach its full potential only with full public participation"

-Sherri W. Goodman

*Dept. Undersecretary of Defense-
Environmental Security*

"it is the stakeholders such as the public who will determine the success of cleanup:"

-Elliot Laws

U.S. EPA Assistant Administrator

PURPOSE OF THE RAB

- Act as a forum for communication and dialogue between the community and decision makers.
- Provide an opportunity for community members to participate in the decision making process.
- Advance the environmental cleanup at NAS Key West.
- Meet Department of Defense policy requirements.

RAB IMPLEMENTATION MILESTONES

- **RAB Briefing to TRC** 19 June
- **Community Mailing of RAB Materials** 26 June
(as needed thereafter)
- **RAB Community Briefing** 12 July
- **Membership Applications Due** 28 July
- **Selection Panel Recommendations** 04 August
- **RAB Membership Announced** 07-13 August
- **First RAB Planning Session** TBD

PURPOSE OF THE COMMUNITY BRIEFING

- **Discuss the concept of the Restoration Advisory Board (RAB).**
- **Solicit interest in membership.**
- **Discuss the membership selection process.**
- **Involve interested community members in establishing selection criteria.**
- **Answer questions/respond to comments.**

THE RAB WILL:

- Establish its own administrative procedures.
- Identify community interests and concerns early in the environmental cleanup process.
- Suggest priorities for cleanup activities.

THE RAB WILL NOT:

- Make final decisions on cleanup plans.
- Replace existing public outreach programs.

RAB COMPOSITION

- **Two Co-Chairs:**
 - One Navy representative
 - One community representative
- **4 to 6 additional community representatives**
- **1 additional Navy representative**
- **Regulatory Agency representatives:**
 - USEPA, FDEP
 - Natural Resource Trustees

THE COMMUNITY RAB CO-CHAIR

- Will work in partnership with the Navy Co-Chair.
- Will be selected by community members.
- Should be skilled in conducting meetings and encouraging consensus.

THE NAVY RAB CO-CHAIR

- Will be selected by the CO.
- Has authority to implement RAB responsibilities.

COMMUNITY MEMBER RESPONSIBILITIES

- **Serve in a voluntary capacity and attend RAB meetings.**
- **Advise/comment on cleanup issues to decisionmakers.**
- **Communicate on cleanup issues with specific groups or interests they represent, and to the community as a whole.**
- **Review and provide comment on cleanup documents.**

NAVY/AGENCY MEMBER RESPONSIBILITIES

- **Attend RAB meetings.**
- **Serve as an information resource on NAS Key West cleanup issues.**
- **Review and provide comment on cleanup documents.**
- **Increase membership awareness of environmental standards and regulatory issues.**
- **Assist in education and orientation of RAB members.**

RAB ELIGIBILITY REQUIREMENTS

RAB members must be:

- **Willing to consistently devote required time to RAB.**
- **Willing to represent a community interest effected by environmental cleanup efforts.**
- **Willing to serve as a liaison between NAS Key West and the community.**

RAB MEMBERSHIP SELECTION PROCESS

- Selection panel will be made up of community representatives, with consultation from Navy and regulatory agency personnel.
- Selection panel will recommend 4 to 6 community members, as well as alternates.
- CO approves recommendations or returns them to the selection panel with additional guidance to ensure community balance and diversity is reflected.

RAB ORIENTATION: POTENTIAL TOPICS

- Introduction to terminology.
- Cleanup process and regulations.
- RAB function, roles, and responsibilities
- Installation tour and presentation of base mission.
- Overview of environmental cleanup activities.
- Discussion of community liaison role.
- Environmental/Risk Communication techniques.

***RAB MEMBERSHIP SOLICITATION and
SELECTION***

NAS Key West

Selecting Government Members

- Each organization selects one representative who has sufficient authority to implement the RAB mandate and who can dedicate the time necessary to fulfill responsibilities
- EPA region—usually the Remedial Program Manager
- State—the lead agency as established by Defense and State Memoranda of Agreement shall identify the appropriate representative
- Local Government—the local government shall identify the appropriate representative

Policy

- Government members of the RAB should be chosen by each agency or organization.
- Typically, each government agency would send only one representative. Exceptions might be the State of California, where several offices within the California EPA may be involved in the cleanup process.

Notes

Selecting Community Members

CO will ensure that RAB membership mirrors the diverse interests within the community:

- Selection process must be unbiased and open
- Selection process must be conducted in cooperation with regulatory agencies and affected community members

| Policy

- It is the installation commanding officer's responsibility to ensure that the RAB mirrors the diverse interests within the community.
- The community member selection process is probably the most critical and sensitive issue. It must be done carefully and thoughtfully.

Notes

Selection Process for the Community Members of the RAB

STEP ONE	STEP TWO	STEP THREE
IDENTIFY STAKEHOLDER INTERESTS WHO: Installation CO (in consultation with EPA and State) <ul style="list-style-type: none"> • characterize issues • establish procedures to periodically review interests 	ORGANIZE A SELECTION PANEL WHO: Installation CO (in consultation with EPA and State) <ul style="list-style-type: none"> • Panelists should reflect a cross-section of stakeholder interests 	NOMINATE RAB MEMBERS WHO: Selection Panel (composed of community members) <ul style="list-style-type: none"> • develop solicitation methodology/selection criteria • solicit nominations • review/evaluate candidates • recommend candidates

Policy

- There are three main steps in the community member selection process:
 - The CO identifies stakeholder interests
 - The CO organizes a selection panel
 - The selection panel recommends candidates
- Each step is described in more detail in the next few slides.

Notes

Step 1: Identify Stakeholder Interests

- Analyze data from interviews
- Characterize the community's diverse needs and interests

Policy

STEP 1—The CO, in consultation with EPA and state, identifies stakeholder interests.

- Using information collected for the Community Relations Plan, e.g., interviews, surveys), the CO must characterize the community's interests, issues of concern, and desire for participation.

Notes

Minimum Steps to Identify and Solicit Community Interest

Use the Community Relations Plan process to identify key community representatives, local concerns, and environmental equity issues, etc.

- review correspondence files
- review media coverage
- conduct interviews with local community members
- conduct interviews with officials and others involved in the cleanup process
- advertise in local newspapers

- These are the minimum steps you must take to determine whether there is sufficient interest on the part of the community to establish a RAB.
- Conduct one-on-one interviews with local community members through advertisements in the local media and public service announcements.

Notes

Step 2: Organize a Selection Panel

- Panelists should represent a cross-section of the community:
 - local residents/community members, including traditionally underrepresented groups
 - current TRC members
 - installation residents/residents
 - local environmental groups/activists
 - business community
 - low income and minority groups

- Panelists should include both supporters and critics to generate broad input

Policy

STEP 2—The CO, in consultation with EPA and state, should organize a panel to select community members of the RAB

- The selection panel should represent a cross section of the community.

- It is important to include representatives of minority populations and low income groups—all those who tend to be underrepresented.

Notes

Process for Establishing a Selection Panel

DoD policy and joint DoD and EPA guidelines state:

- there must be a selection panel
- the selection panel must reflect the diverse community interests
- the selection panel must be made up of community members only
- the selection panel will recommend a slate of RAB community members who represent diverse local interests

Policy

Diverse community interests include

- Local residents
- Installation employees/residents
- TAG recipients
- Current TRC members
- Local government
- Business community
- School districts
- Reuse committees
- Local environmental groups/activists
- Civic/public interest organizations
- Religious community
- Local regulatory agencies
- Homeowner associations
- Medical community
- Native Americans

Some installations across DoD have experienced problems because their membership selection process did not include these key elements. To avoid falling into the same traps, all installations are encouraged to follow the above guidelines when establishing selection panels.

Options for Establishing a Selection Panel

Installation CO (in consultation with EPA and state)

Organizes a selection panel of community members to nominate RAB members	Selects a neutral facilitator to establish the Selection Panel, which in turn nominates the RAB members	Organizes community representatives to choose the members of the Selection Panel, which in turn nominates the RAB members
Solicits volunteers to serve on the Selection Panel, which in turn nominates the RAB members	Has existing community members of the TRC serve as the Selection Panel, which in turn nominates the RAB members	Each agency nominates community members to serve on the Selection Panel, which in turn nominates the RAB members

Notes

Step 3: Nominate RAB Members

The Selection Panel will:

- Select methods and criteria for soliciting and selecting candidates
- Solicit nominations from the community
- Review and evaluate candidates
- Recommend a slate of candidates for acceptance

Note: the selection panel may opt to ask the existing TRC or a neutral, independent party to nominate candidates

| Policy

STEP 3—The RAB Selection Panel compiles and recommends a recommended list of candidates

- The use of a selection panel composed of community members is intended to ensure that the process is not only fair and unbiased, but is perceived as such by the community. The process to nominate the community members of the RAB includes
 - Selecting the method and criteria for soliciting candidates
 - Accomplishing the solicitation (e.g., community interest forms)
 - Reviewing forms and candidate qualifications
 - Recommending a representative, balanced list of candidates
- We also want to provide a measure of flexibility to meet local needs. If the existing TRC is representative of interests and is trusted by the community, the selection panel may ask the TRC to nominate candidates.



Naval Training Center, Orlando

Selection Criteria Matrix

In order to maximize the broadest possible community participation in activities involving the NTC Orlando Restoration Advisory Board (RAB), please place an "X" next to each category that applies to you. In addition, please circle the three criteria you believe are most important to have represented on the RAB.

This information will help insure that the NTC Orlando RAB will receive input from, and have access to as many diverse elements in our community as possible.

Thank you for your assistance.

1. Live within 1-2 miles of an NTC Orlando facility? _____
2. Member of, or supporter of a mainstream environmental organization (i.e., Sierra Club, Audubon Society, etc.)? _____
3. Employed by or volunteer with a community based non-profit organization (i.e., any United Way agency, etc.)? _____
4. Retired military? _____
5. Involved in development or tourism industries? _____
6. Member of a traditionally under-represented group
Please Specify:
African-American _____ Hispanic-American _____
Asian-American _____ Native-American _____
Disabled _____ Other _____
7. Senior citizen? _____
8. Employed in the environmental services industry? _____
9. Elected government official or employee of government? _____
10. Employed in primary, secondary or college education? _____
11. Employed at NTC Orlando? _____
12. Other _____

Important!! Please Read.

Individuals with certain financial interests which may affect their ability to deal with RAB matters on an impartial basis may not properly serve on the Board. Such a potential conflict of interest exists for any individual, or any business entity represented by an individual who stands to receive any personal financial gain or who may gain an unfair business advantage based on activities of or information obtained through RAB membership.

Therefore if recommended for membership on the NTC Orlando Restoration Advisory Board, would you sign a potential conflict of interest disclosure statement which could disqualify you or your company from participation in any contract for business, or employment which might arise out of base cleanup activities?

Yes _____ No _____

If you have any specific questions about the RAB you'd like to have addressed at the meeting, please jot them down on the back side of this form and return it in the enclosed envelope.

Name (Please Print) _____

Signature _____ Date _____

ABB ENVIRONMENTAL SERVICES, INC.

2590 Executive Center Circle East
Tallahassee, Florida 32301-5001
Tel: (904) 656-1293 or (904) 942-7454
Fax: (904) 942-0131

FACSIMILE COVER SHEET

To: JUDLEY PATRICK - SOUTH DIV
803. 743. ~~2847~~ 0465

FROM: BILL KOLLAR - ABB ES

Number of pages
including cover: 2

Message: JUDLEY,
BILL CARLEY ASKED ME TO PRODUCE OVERHEADS FOR
HIS ITEMS AT THE TRC MTG., SO I WENT AHEAD +
PREPARED ONE FOR YOU ON REGULATORY ITEM (SEE
ATTACHED). ALSO INCLUDED IS THE 1 PAGE WRITE-UP
I SENT YESTERDAY. A REVISION
I ADDED ONE REGULATORY CITATION.

BILL

If you do not receive all pages or have any problems with receiving, please call (904) 656-1293.

THANK YOU.

ABB
ASEA BROWN BOVERI

REGULATORY FRAMEWORK:TRC/RAB TRANSITION

Regulatory Requirements and Policy Guidance for Forming a RAB

The Department of Defense (DOD) formally issued policy on September 9, 1993, for establishing RABs at installations designated to close under the Base Realignment and Closure (BRAC) Acts of 1988 and 1990. Policy for non-closing bases was issued on April 14, 1994, as part of the Defense Environmental Restoration Program Management Guidance. In May 1994, DOD and the U.S. Environmental Protection Agency (EPA) jointly issued draft restoration advisory board implementation guidelines that provide a strategy for establishing RABs. In September 1994, final "Restoration Advisory Board Implementation Guidelines" were released jointly by DOD and EPA.

RABs must also meet the statutory requirements for TRCs as set forth in the Superfund Amendments and Reauthorization Act at Section 120(a)(2) and 10 USC 2705 (c), while providing expanded opportunities for community participation in the environmental restoration process. Because RABs are essentially expanded TRCs, they will fulfill the statutory requirements of a TRC.

In general, DOD policy requires that a RAB be created when there is "sufficient, sustained community interest." This is defined as:

- When an installation closure involves transfer of property;
- When 50 citizens petition for an advisory board;
- When federal, state, or local government requests formation of an advisory board; or
- When an installation determines the need for a RAB.

The joint DOD and EPA implementation guidelines draw on recommendations from other sources, including: "Interim Report on the Federal Facilities Environmental Restoration Dialogue Committee" known as the Keystone Report (EPA, February 1993); "Fast Track Cleanup at Closing Installations" (DOD memorandum, September 1993); and "Interim Guidance for Implementing Restoration Advisory Boards" (CA EPA, Dept. of Toxic Substances Control, November 1993).

REGULATIONS AND GUIDANCE ON RABs

- RAB Implementation Guidelines (DOD/USEPA)
- SARA (Superfund) Sect. 120 (a)(2)
- 10 United States Code 2705(c)

DOD policy requires a RAB when:

- installation closure requires property transfer
- 50 citizens petition for an advisory board
- Federal, state, or local government request an advisory board
- *an installation determines the need for one*

NAS Key West

ABB ENVIRONMENTAL

*Put in
either RC
& (new) MAB
Binder.*

2590 Executive Center Circle Ea
Tallahassee, Florida 32301-500
Tel: (904) 656-1293 or (904) 94-
Fax: (904) 942-0131

FACSIMILE COVER SHEET

TO: DUDLEY PATRICK
SOUTHNAVFACENGCOM 803.743.0465

FROM: BILL KOLLAR ABB-ES

Number of pages including cover: 3

Message: DUDLEY,

AS REQUESTED, 1 PG. WRITE-UP ON RAB REFS. ALSO INCLUDED IS COVER LETTER FROM JOINT DOD/EPA RAB GUIDANCE (WHICH IS THE MOST COMPREHENSIVE). I PLAN ON BRINGING COPIES OF THIS DOCUMENT TO KEY WEST IN THE EVENT WE WANT TO DISTRIBUTE IT, AS IT DOES PROVIDE A GOOD OVERVIEW TO THE RAB PROCESS. BILL

If you do not receive all pages or have any problems with receiving, please call (904) 656-1293.

THANK YOU.

ABB
ASEA BROWN BOVERI

**REGULATORY FRAMEWORK: TECHNICAL REVIEW COMMITTEE (TRC)/
RESTORATION ADVISORY BOARD (RAB) TRANSITION**

Regulatory Requirements and Policy Guidance for Forming a RAB

The Department of Defense (DOD) formally issued policy on September 9, 1993, for establishing RABs at installations designated to close under the Base Realignment and Closure (BRAC) Acts of 1988 and 1990. Policy for non-closing bases was issued on April 14, 1994, as part of the Defense Environmental Restoration Program Management Guidance. In May 1994, DOD and the U.S. Environmental Protection Agency (EPA) jointly issued draft restoration advisory board implementation guidelines that provide a strategy for establishing RABs. In September 1994, final "Restoration Advisory Board Implementation Guidelines" were released jointly by DOD and EPA.

RABs must also meet the statutory requirements for TRCs as set forth in the Superfund Amendments and Reauthorization Act at 10 USC 2705 (c), while providing expanded opportunities for community participation in the environmental restoration process. Because RABs are essentially expanded TRCs, they will fulfill the statutory requirements of a TRC.

In general, DOD policy requires that a RAB be created when there is "sufficient, sustained community interest." This is defined as:

- When an installation closure involves transfer of property;
- When 50 citizens petition for an advisory board;
- When federal, state, or local government requests formation of an advisory board; or
- When an installation determines the need for a RAB.

The joint DOD and EPA implementation guidelines draw on recommendations from other sources, including: "Interim Report on the Federal Facilities Environmental Restoration Dialogue Committee" known as the Keystone Report (EPA, February 1993); "Fast Track Cleanup at Closing Installations" (DOD memorandum, September 1993); and "Interim Guidance for Implementing Restoration Advisory Boards" (CA EPA, Dept. of Toxic Substances Control, November 1993).



THE DEPARTMENT OF DEFENSE
AND
THE UNITED STATES ENVIRONMENTAL
PROTECTION AGENCY



WASHINGTON, DC

SEP 27 1994

SUBJECT: Restoration Advisory Board (RAB) Implementation Guidelines

The Department of Defense (DoD) is taking steps to increase public participation in its cleanup program. New DoD policy, which resulted from DoD's participation in the Federal Facilities Environmental Restoration Dialogue Committee, calls for Restoration Advisory Boards (RABs) to be formed at all closing installations and at non-closing installations where the local community expresses interest.

RABs are an expansion of DoD's Technical Review Committee (TRC) concept. The boards are a forum for exchange of information and partnership among citizens, the installation, EPA, and State. Most importantly, they offer an opportunity for communities to provide input to the cleanup process. It is our view that RABs will improve DoD's cleanup program by increasing community understanding and support for cleanup efforts, improving the soundness of government decisions, and ensuring cleanups are responsive to community needs.

The attached document entitled "Restoration Advisory Board Implementation Guidelines" provides recommended procedures for establishing and operating RABs. It is intended to be a resource for installation, EPA, and State personnel and citizens who participate in RABs. The guidelines were developed by a joint DoD/EPA working group which is a model for interagency cooperation.

The agency points of contact on RABs are, for DoD, Ms. Marcia Read, 703-697-9793; for EPA, Ms. Marilyn Null 202-260-5686.


Sherri W. Goodman
Deputy Under Secretary of Defense
(Environmental Security)
Department of Defense


Elliott P. Laws
Assistant Administrator
Office of Solid Waste and Emergency
Response
U.S. Environmental Protection Agency

Attachment



June 8, 1995

Mr. Bill Carley
Environmental Protection Specialist
Naval Air Station
Key West, FL 33040-9001

Dear Bill:

Please find enclosed the following items related to the Restoration Advisory Board (RAB) at NAS Key West:

- Revised RAB Establishment Activity Schedule
- Draft agenda for June 19 TRC meeting

In addition, I believe there is another item that merits discussion as we prepare for the Community Briefing on the RAB, scheduled for July 12. That is, expanding the site mailing list beyond the first cut I took. I'll contact you during the week of June 12 to discuss.

Regards,


Bill Kollar

cc: ✓ Dudley Patrick (SouthDiv)
Jay Bassett (USEPA)

ABB Environmental Services Inc.

NAS Key West: RAB Establishment Activity Schedule

(rev. 6/7)

ACTIVITY	ACTION STEPS (as appropriate)	NAS KEY WEST	SOUTH DIV	ABB	PROJECTED COMPLETION*
Brief Commanding Officer on transition from TRC to RAB; schedule TRC meeting.	Prepare briefing materials based on operative regulations and guidance	X			9 June 95 (actual)
Develop and finalize letter from CO calling TRC meeting.		X	X	X	5 June 95 (actual)
Prepare briefing materials for TRC meeting.	Establish agenda for meeting	X		X	30 May-12 June 95
Review briefing materials for TRC meeting.		X	X	X	12-15 June 95
Finalize and deliver briefing materials for TRC meeting.				X	16 June 95
Hold TRC meeting.		X	X	X	19 June 95
Expand existing community relations mailing list for RAB membership application mailout.	Re-contact groups on existing list, review previous meeting records and correspondence files, add contacts from RAB public presentations, utilize institutional knowledge of NAS Key West personnel. Also access postal, tax, voting or other available information to expand list if necessary	X			ongoing

NAS Key West: RAB Establishment Activity Schedule

(rev. 6/7)

ACTIVITY	ACTION STEPS (as appropriate)	NAS KEY WEST	SOUTH DIV	ABB	PROJECTED COMPLETION*
Develop RAB mailout application, cover letter and fact sheet for community outreach/membership solicitation.	Determine legal requirements of material (Privacy Act, Americans with Disabilities Act, Conflict of Interest issues)	X	X	X	5-12 June 95
Review mailout application and fact sheet content and layout.		X	X		12-16 June 95
Finalize mailout application and fact sheet.				X	19 June 95
Produce and deliver applications and fact sheets to NAS				X	23 June 95
Begin arrangements for presentations to established community organizations to build interest in the RAB.	Identify potential audiences on mailing list and contact other sources (business, civic, environmental, church groups)	X		X	12 June 95
Mail RAB application package to community mailing list.		X			26 June 95 (then as needed per response to outreach efforts)
Prepare and place paid ads and/or PSAs for RAB informational meeting.	Identify appropriate media outlets (newspapers, radio, local access/community access cable TV)	X		X	25 June 95 5 July 95

NAS Key West: RAB Establishment Activity Schedule

(rev. 6/7)

ACTIVITY	ACTION STEPS (as appropriate)	NAS KEY WEST	SOUTH DIV	ABB	PROJECTED COMPLETION*
Prepare draft RAB informational presentation materials, posters, and handouts. Complete initial meeting coordination.		X		X	7 July 95
Establish RAB selection panel.	CO, in consultation with, TRC, State resource trustees, EPA and other agencies as appropriate, should identify community interests and representative individuals for selection panel. CO reviews selection panel nominees to ensure balance and diversity.	X	X		12-23 June 95
Establish RAB selection panel procedures.	Establish: procedures for nominating community members; review process for community application forms; selection criteria.	X	X		12-23 June 95
Review RAB informational materials.		X	X	X	19-30 June 95
Finalize RAB informational materials.				X	5 July 95
Produce and deliver RAB informational materials.				X	7 July 95

NAS Key West: RAB Establishment Activity Schedule

(rev. 6/7)

ACTIVITY	ACTION STEPS (as appropriate)	NAS KEY WEST	SOUTH DIV	ABB	PROJECTED COMPLETION*
Hold RAB informational meeting and distribute applications.		X	X	X	12 July 95
Return all RAB membership applications to selection panel.		X			28 July 95
Hold RAB selection panel meeting, review applications and candidate qualifications, develop nomination list.	Apply selection criteria to ensure nominations reflect balance and diversity of community.	X	X		by 4 August 95
Selection panel nominations presented to CO for approval		X			4 August 95
Prepare draft letter and paid display ad announcing selection of RAB members.	Prepare text and layout. Names can be included after selection.			X	14 July 95
Review draft letter and paid display ad announcing selection of RAB members.		X	X	X	17-21 July 95
Distribute letter announcing selection of RAB members.	Distribute using expanded site mailing site.	X			7 August 95
Place paid display ad announcing selection of RAB members.				X	13 August 95
Schedule first RAB planning session.	RAB establishes administrative procedures (charter, protocols, officers, schedule, etc.)			x	To Be Determined

NAS Key West: RAB Establishment Activity Schedule

(rev. 6/7)

ACTIVITY	ACTION STEPS (as appropriate)	NAS KEY WEST	SOUTH DIV	ABB	PROJECTED COMPLETION*
Draft display ad, PSA, mail flyer announcing first RAB business (open) meeting.				X	To Be Determined
Prepare RAB orientation materials.				X	To Be Determined

* Dates based on TRC Meeting date of 19 June 95.



DEPARTMENT OF THE NAVY

NAVAL AIR STATION
PO BOX 9001
KEY WEST FL 33040-9001

5090
Ser 18831000
5 Jun 95

From: Commanding Officer, Naval Air Station, Key West
To: Commanding Officer, Southern Division, Naval Facilities
Engineering Command (Code 185800)

Subj: TECHNICAL REVIEW COMMITTEE MEETING

1. Per Department of Defense policy, we are in the process of converting our standing Technical Review Committee (TRC) to a Restoration Advisory Board (RAB). The RAB implementation policy calls for existing TRCs to be expanded or modified to further increase the opportunity for community involvement in the Installation Restoration (IR) Program. A meeting of the TRC will be held at NAS Key West on 19 June 1995 at 1330 in the Commanding Officer's Conference Room, Bldg A-405, to brief the membership on this transition.

2. We appreciate your time, commitment, and efforts as a member of the TRC over the past several years, and together we have accomplished a great deal. Indeed, the RAB policy was in part developed and modeled after successful TRCs such as ours. This is reflected by RAB guidance which suggests that existing community members of the TRC be strongly considered for RAB membership. Our goal in establishing the RAB at NAS Key West is to bring together people who reflect the diverse interests of our local community, providing for the continued flow of information and dialogue between the affected community, the Navy and regulatory agencies.

3. To expand the current TRC community representation, we will initiate a public outreach program to inform the community of the RAB and solicit membership applications from interested individuals. We will conduct the following activities as part of this effort:

a. A mailing to our expanded mailing list and other targeted groups, including a letter, fact sheet, and membership application describing the purpose of the RAB, membership opportunities, the selection process, and RAB membership responsibilities.

b. Contact local community organizations to describe the RAB establishment process, provide information for their members, and where possible, make brief presentations at upcoming meetings.

c. Advertise the RAB in local and base newspapers and on radio.

Subj: TECHNICAL REVIEW COMMITTEE MEETING

d. Hold a public information briefing on 12 July 1995 to describe the purpose of the RAB, membership responsibilities, and the selection process. Membership applications will also be available at the briefing.

4. Through the above activities, we will strive to solicit community interest in the RAB so that the July briefing is well attended, and ensure that comprehensive information on the RAB is available to all interested parties.

5. Membership applications will be accepted until 28 July 1995, and RAB members will be selected by 4 August 1995. As chairman of the TRC, our will convene a selection panel representing cross-section of the community to review the applications, and may request your participation in that review as we move through the selection process.

6. Again, we thank you for your diligent efforts and look forward to your continued support during the transition of the RAB. Points of contact concerning this matter are Mr. Bill Carley at DSN 483-2061 or COMM (305) 293-2061 or Ms. Helen Stanley at DSN 483-2060 or COMM (305) 293-2060.


R. A. DEMES
By direction



May 19, 1995

Mr. Dudley Patrick
Southern Division
Naval Facilities Engineering Command
P.O. Box 190010
North Charleston, SC 29419-9010

SUBJECT: NAS Key West-Revised Restoration Advisory Board Establishment Activity
Schedule; Technical Review Committee Briefing Materials

Dear Dudley,

As discussed in our earlier telephone conversation, the subject materials are enclosed. The RAB establishment schedule has been revised to reflect a tentative date of June 9 for the TRC briefing on the RAB. Draft materials for that briefing are also enclosed. Please contact me at 904.656.1293, ext. 201 if you have questions or require further information.

Regards,

ABB ENVIRONMENTAL SERVICES, INC.

A handwritten signature in black ink that reads "Bill Kollar". The signature is written in a cursive, flowing style.

Bill Kollar
Community Relations Specialist

cc: Bill Carley-NAS Key West (enc.)
Phil Georgariou-ABB ES
Robin Futch-ABB ES

NAS Key West: RAB Establishment Activity Schedule

(rev. 5/19)

ACTIVITY	ACTION STEPS (as appropriate)	NAS KEY WEST	SOUTH DIV	ABB	PROJECTED COMPLETION*
Brief Commanding Officer on transition from TRC to RAB; schedule TRC meeting.	Prepare briefing materials based on operative regulations and guidance	X			9 June 95
Develop and finalize letter from CO calling TRC meeting.		X	X	X	15-22 May 95
Prepare briefing materials for TRC meeting.	Establish agenda for meeting	X		X	22-31 May 95
Review briefing materials for TRC meeting.		X	X	X	1-6 June 95
Finalize and deliver briefing materials for TRC meeting.				X	12 June 95
Hold TRC meeting.		X	X	X	14 June 95
Expand existing community relations mailing list for RAB membership application mailout.	Re-contact groups on existing list, review previous meeting records and correspondence files, add contacts from RAB public presentations, utilize institutional knowledge of NAS Key West personnel. Also access postal, tax, voting or other available information to expand list if necessary	X			ongoing

NAS Key West: RAB Establishment Activity Schedule

(rev. 5/19)

ACTIVITY	ACTION STEPS (as appropriate)	NAS KEY WEST	SOUTH DIV	ABB	PROJECTED COMPLETION*
Develop RAB mailout application, cover letter and fact sheet for community outreach/membership solicitation.	Determine legal requirements of material (Privacy Act, Americans with Disabilities Act, Conflict of Interest issues)	X	X	X	30 May-5 June 95
Review mailout application and fact sheet content and layout.		X	X		5-9 June 95
Finalize mailout application and fact sheet.				X	12 June 95
Produce and deliver applications and fact sheets to NAS				X	16 June 95
Arrange for presentations to established community organizations to build interest in the RAB.	Identify potential audiences on mailing list and contact other sources (business, civic, environmental, church groups)	X		X	2 June 95
Mail RAB application package to community members.		X			19 June 95
Prepare and place paid ads and/or PSAs for RAB informational meeting.	Identify appropriate media outlets (newspapers, radio, local access/community access cable TV)	X		X	21 June 95 25 June 95

NAS Key West: RAB Establishment Activity Schedule

(rev. 5/19)

ACTIVITY	ACTION STEPS (as appropriate)	NAS KEY WEST	SOUTH DIV	ABB	PROJECTED COMPLETION*
Prepare draft RAB informational presentation materials, posters, and handouts. Complete initial meeting coordination.				X	12 June 95
Establish RAB selection panel.	CO, in consultation with, TRC, State resource trustees, EPA and other agencies as appropriate, should identify community interests and representative individuals for selection panel. CO reviews selection panel nominees to ensure balance and diversity.	X	X		30 May-9 June 95
Establish RAB selection panel procedures.	Establish: procedures for nominating community members; review process for community application forms; selection criteria.	X	X		30 May-9 June 95
Review RAB informational materials.		X	X	X	12-20 June 95
Finalize RAB informational materials.				X	23 June 95
Produce RAB informational materials.				X	26 June 95

NAS Key West: RAB Establishment Activity Schedule

(rev. 5/19)

ACTIVITY	ACTION STEPS (as appropriate)	NAS KEY WEST	SOUTH DIV	ABB	PROJECTED COMPLETION*
Hold RAB informational meeting and distribute applications.		X	X	X	28 June 95
Return all RAB membership applications to selection panel.		X			14 July 95
Hold RAB selection panel meeting, review applications and candidate qualifications, develop nomination list.	Apply selection criteria to ensure nominations reflect balance and diversity of community.	X	X		by 24 July 95
Selection panel nominations presented to CO for approval		X			24 July 95
Prepare draft letter and paid display ad announcing selection of RAB members.	Prepare text and layout. Names can be included after selection.			X	30 June 95
Review draft letter and paid display ad announcing selection of RAB members.		X	X	X	30 June-7 July 95
Distribute letter announcing selection of RAB members.	Distribute using expanded site mailing site.	X			31 July 95
Place paid display ad announcing selection of RAB members.				X	4 August 95
Schedule first RAB planning session.	RAB establishes administrative procedures (charter, protocols, officers, schedule, etc.)			x	To Be Determined

NAS Key West: RAB Establishment Activity Schedule

(rev. 5/19)

ACTIVITY	ACTION STEPS (as appropriate)	NAS KEY WEST	SOUTH DIV	ABB	PROJECTED COMPLETION*
Draft display ad, PSA, mail flyer announcing first RAB business (open) meeting.				X	To Be Determined
Prepare RAB orientation materials.				X	To Be Determined

* Proposed dates based on TRC Meeting date of 14 June 95.

***DRAFT* AGENDA**

NAS Key West Technical Review Committee (TRC) Briefing
on the
Restoration Advisory Board (RAB)

Agenda Item

Proposed Presenter

WELCOME

Captain Munninghoff

INTRODUCTION OF THE TRC

TRC Members

**REGULATORY FRAMEWORK FOR
TRC/RAB TRANSITION**

SOUTHDIV

RAB BRIEFING PRESENTATION

NAS Key West

UPCOMING TRANSITION ACTIVITIES

NAS Key West

**QUESTIONS AND COMMENTS
FROM THE TRC**

DRAFT

Text Only: Final Presentation to be Produced in Stylized Version

**NAS KEY WEST
TECHNICAL REVIEW COMMITTEE
BRIEFING ON THE
RESTORATION ADVISORY BOARD**



JUNE 9, 1995

ALL NAVY TECHNICAL COMMITTEES ARE BEING CONVERTED TO RESTORATION ADVISORY BOARDS

*"the whole cleanup initiative
will reach its full potential only
with full public participation"*

-Sherri W. Goodman
Dept. Undersecretary of Defense-
Environmental Security

*"it is the stakeholders such as
the public who will determine
the success of cleanup:"*

-Elliot Laws
U.S. EPA Assistant Administrator

PURPOSE OF THE RAB

- **Act as a forum for communication and dialogue between the community and decision makers.**
- **Provide an opportunity for community members to participate in the decision making process.**
- **Advance the environmental cleanup at NAS Key West.**
- **Meet Department of Defense policy requirements.**

PURPOSE OF THE COMMUNITY BRIEFING

- **Discuss the concept of the Restoration Advisory Board (RAB).**
- **Solicit interest in membership.**
- **Discuss the membership selection process.**
- **Involve interested community members in establishing selection criteria.**
- **Answer questions/respond to comments.**

THE RAB WILL:

- Establish its own administrative procedures.
- Identify community interests and concerns early in the environmental cleanup process.
- Suggest priorities for cleanup activities.

THE RAB WILL NOT:

- Make final decisions on cleanup plans.
- Replace existing public outreach programs.

RAB COMPOSITION

- **Two Co-Chairs:**
 - One Navy representative
 - One community representative
- **4 to 6 additional community representatives**
- **1 additional Navy representative**
- **Regulatory Agency representatives:**
 - USEPA, FDEP
 - ATSDR, Natural Resource Trustees

THE COMMUNITY RAB CO-CHAIR

- Will work in partnership with the Navy Co-Chair.
- Will be selected by community members.
- Should be skilled in ~~conduction~~^{ng} meetings and encouraging consensus.

THE NAVY RAB CO-CHAIR

- Will be selected by the CO.
- Has authority to implement RAB responsibilities.

COMMUNITY MEMBER RESPONSIBILITIES

- **Serve in a voluntary capacity and attend RAB meetings.**
- **Advise/comment on cleanup issues to decisionmakers.**
- **Communicate on cleanup issues with specific groups or interests they represent, and to the community as a whole.**
- **Review and provide comment on cleanup documents.**

Can we just say to be consistent?
NAVY

GOVERNMENT MEMBER RESPONSIBILITIES

- **Attend RAB meetings.**
- **Serve as an information resource on NAS Key West cleanup issues.**
- **Review and provide comment on cleanup documents.**
- **Increase membership awareness of environmental standards and regulatory issues.**
- **Assist in education and orientation of RAB members.**

RAB ELIGIBILITY REQUIREMENTS

RAB members must be:

- **Willing to consistently devote required time to RAB.**
- **Willing to represent a community interest effected by environmental cleanup efforts.**
- **Willing to serve as a liaison between NAS Key West and the community.**

RAB MEMBERSHIP SELECTION PROCESS

- Selection panel will include Navy, regulatory agency, and community representatives [CHECK THIS! not according to workshop guidance].
- Selection panel will recommend 4 to 6 community members, as well as alternates.
- CO approves recommendations or returns them to the selection panel with additional guidance to ensure community balance and diversity is reflected.

RAB ORIENTATION: POTENTIAL TOPICS

- **Introduction to terminology.**
- **Cleanup process and regulations.**
- **RAB function, roles, and responsibilities**
- **Installation tour and presentation of base mission.**
- **Overview of environmental cleanup activities.**
- **Discussion of community liaison role.**
- **Environmental/Risk Communication techniques.**

RAB IMPLEMENTATION MILESTONES

(dates are targets)

- **RAB Briefing to TRC** 09 June
- **Community Mailing of RAB Materials** 19 June
- **RAB Community Briefing** 28 June
- **Membership Applications Due** 14 July
- **Selection Panel Recommendations** 24 July
- **RAB Membership Announced** 31 July
- **First RAB Planning Session** mid-August

NAS Key West: RAB Establishment Activity Schedule Matrix

ACTIVITY	ACTION STEPS (as appropriate)	NAS KEY WEST	SOUTH DIV	ABB	PROJECTED COMPLETION*
Brief Commanding Officer on transition from TRC to RAB; schedule TRC meeting.	Prepare briefing materials based on operative regulations and guidance	X		Revised?	June 95
Develop and finalize letter from CO calling TRC meeting.	<i>faxed to Bill Carley 4/29/95 to get prepared for CO's concern.</i> <i>faxed mailed TRC mailing list to B. Carley on 9 May 95</i> <i>ABB needs to "finalize" TRC mtg agenda → 5/19/95</i> <i>change dates to 22-26 May 95</i>	X	X	X	24 April-May 1 95
Prepare briefing materials for TRC meeting.		X		X	8 May 95
Review briefing materials for TRC meeting.		X	X	X	8-22 May 95
Finalize and deliver briefing materials for TRC meeting.	<i>in conjunction with the TRC meeting,</i>			X	2 June 95
Hold TRC meeting.	<i>Also may want to hold a "Public Informational Session" about the work remediation that BEI will start in July.</i>			X	<u>14 June 95</u>
Expand existing community relations mailing list for RAB membership application mailout. <i>currently working this!</i>	Re-contact groups on existing list, review previous meeting records and correspondence files, add contacts from RAB public presentations, utilize institutional knowledge of NAS Key West personnel. Also access postal, tax, voting or other available information to expand list.	X			ongoing <i>still "do-able". but B. Carley needs to confirm w/ CO & then let us know!</i>

Mailed up: 16 May 1995
 based on planear w/ Bill Colan, ABB

NAS Key West: RAB Establishment Activity Schedule Matrix

ACTIVITY	ACTION STEPS (as appropriate)	NAS KEY WEST	SOUTH DIV	ABB	PROJECTED COMPLETION*
Develop RAB mailout application, cover letter and fact sheet for community outreach/membership solicitation.	Determine legal requirements of material (Privacy Act, Americans with Disabilities Act, Conflict of Interest issues)		X	X	8 May 95
Review mailout application and fact sheet content and layout.		X	X	X	8-22 May 95
Finalize mailout application and fact sheet.				X	5 June 95
Produce and deliver mailout applications and fact sheets.				X	12 June 95
Arrange for presentations to established community organizations to build interest in the RAB.	Identify potential audiences on mailing list and contact other sources (business, civic, environmental, church groups)	X		X	19 May 95
Mail RAB application package to community members.		X			20 June 95
Place paid ads and/or PSAs for RAB informational meeting.	Identify appropriate media outlets (newspapers, radio, local access/community access cable TV)	X		X	25 June 95 25 July 95
Prepare draft RAB informational presentation materials, posters, and handouts. Complete initial meeting coordination.				X	8 May 95

NAS Key West: RAB Establishment Activity Schedule Matrix

ACTIVITY	ACTION STEPS (as appropriate)	NAS KEY WEST	SOUTH DIV	ABB	PROJECTED COMPLETION*
Establish RAB selection panel.	CO, in consultation with State resource trustees, EPA and other agencies as appropriate, should identify community interests and representative individuals for selection panel. CO reviews nominees to ensure balance and diversity.	X	X		15-22 May 95
Establish RAB selection panel procedures.	Establish: procedures for nominating community members; review process for community application forms; selection criteria.	X	X		15-22 May 95
Review RAB informational materials.		X	X	X	8-29 May 95
Finalize RAB informational materials.				X	7 June 95
Produce RAB informational materials.				X	16 June 95
Hold RAB informational meeting and distribute applications.		X	X	X	28 June 95
Return all RAB membership applications to selection panel.		X			17 July 95

NAS Key West: RAB Establishment Activity Schedule Matrix

ACTIVITY	ACTION STEPS (as appropriate)	NAS KEY WEST	SOUTH DIV	ABB	PROJECTED COMPLETION*
Hold RAB selection panel meeting, review applications and candidate qualifications, develop nomination list.	Apply selection criteria to ensure nominations reflect balance and diversity of community	X	X		by 26 July 95
Selection panel nominations presented to CO for approval		X			26 July 95
Prepare letter and paid display ad announcing selection of RAB members.				X	26 May 95
Review letter and paid display ad announcing selection of RAB members.		X	X	X	5-16 June 95
Distribute letter announcing selection of RAB members.		X			24 July 95
Place paid display ad announcing selection of RAB members.				X	6 August 95
Announcement of first RAB meeting through paid display ad.				x	To Be Determined
Prepare RAB orientation materials.				x	To Be Determined

* Proposed dates based on approval of this activity schedule matrix by 21 April 95.



Mr. Jay Bassett
Waste Management Division
U.S. Environmental Protection Agency-Region IV
345 Courtland Street, N.E.
Atlanta, GA 30365

May 10, 1994

**Subject: Draft Restoration Advisory Board (RAB) Establishment Materials:
NAS Key West Installation Restoration Program**

Dear Jay:

As requested by Bill Carley of NAS Key West, please find enclosed draft materials in support of RAB establishment at NAS Key West. These materials include:

- RAB Establishment Activity Schedule
- RAB Membership Application
- CO letter to TRC
- CO letter to community
- RAB Fact Sheet
- RAB Briefing Public Notice
- RAB Briefing Public Service Announcement
- RAB Community Presentation Script
- RAB Briefing Presentation Materials (samples)

The enclosed have also been provided to Mr. Carley and to Dudley Patrick of Southern Division NAVFACENGCOM, as well as to members of the ABB project team. I trust that the first item (RAB Establishment Activity Schedule) is analogous to the "RAB Implementation Schedule" you referred to in recent meetings in Atlanta concerning NAS Key West. Note that some of the projected completion dates on the schedule are not practical, as they were developed with an April 21 approval date in mind. These dates will be revised once the TRC meeting date (tentative for June 14) is finalized. If you have any questions or require further information, please call me at (904) 656-1293, ext. 201.

Sincerely,

ABB ENVIRONMENTAL SERVICES, INC.

Bill Kollar
Community Relations Specialist

/enclosures

cc: Bill Carley (NAS Key West)
✓ Dudley Patrick (SouthDiv)

Phil Georgariou (ABB-ES)
Robin Futch (ABB-ES)

ABB Environmental Services Inc.

Excerpts

1

"At the minimum, 40 CFR 124.8(7) requires that you (the government agency) supply the name and telephone number of a person who may be contacted for additional information (concerning an upcoming permit action)" [ref(a), page 2-1]

"There are at least three reasons to do RCRA public involvement: it is required by the Act and regulations; it works; and, if it is not done, the project may falter." [ref(a), page 2-2]

"Section 7004(b)(1) of RCRA and EPA regulations on procedures for decision-making, which are detailed in 40 CFR Part 124 and 40 CFR 270.42, form the foundation for mandatory public involvement activities during the permitting process for both operating and post-closure permits." [ref(a), page 3-1]

"Proposed Subpart S rule (55 FR 30798, July 27, 1990), which defines both the procedural and substantive requirements associated with §§ 3004(u) and (v), contains public involvement activities for corrective action in addition to those currently required under 40 CFR Parts 124 + 270." [ref(a), page 4-1]

"Regulatory Framework for TRC/RAB
Transition"

References

- (a) RCRA Public Involvement Manual, Sept 1993,
U.S. EPA, Office of Solid Waste
- (b) Resource Conservation & Recovery Act of 1976
(RCRA)
- (c) DOD and U.S. EPA Restoration Advisory Board
Implementation Guidelines, Sept 1994

19 April 1995

KEY WEST RAB MATERIALS

- RAB Activity Schedule *Marked up : 19 April 1995 w/ Chief Green, PAO*
- RAB Membership Application
- CO letter to TRC re: TRC to RAB transition
- CO letter to community re: RAB briefing
- RAB Fact Sheet
- RAB briefing Public Notice
- RAB briefing Public Service Announcement
- Script for RAB Community Presentations
- RAB briefing materials (samples)

*Lt. Anderson
Admin Officer
483-2619
Chief
PAO ~~CH~~ Green
483-2425*

marked up: 19 April 1995
during briefing with
Chief Green, PAO NASKW

DRAFT

RESTORATION ADVISORY BOARD (RAB) ESTABLISHMENT ACTIVITY SCHEDULE **NAS Key West Installation Restoration Program** **Key West, Florida**

Introduction

This document presents an approach and recommends specific activities for establishing the Restoration Advisory Board (RAB) at NAS Key West. It covers the period from initial Technical Review Committee (TRC) transition activities to the first RAB orientation session. It also provides a schedule showing target completion dates for implementing these activities.

Regulatory Requirements and Policy Guidance for the RAB

DOD formally issued policy on September 9, 1993, for establishing RABs at installations designated to close under the Base Realignment and Closure (BRAC) Acts of 1988 and 1990. Policy for non-closing bases was issued on April 14, 1994, as part of the Defense Environmental Restoration Program Management Guidance. In May 1994, DOD and the U.S. Environmental Protection Agency (EPA) jointly issued draft restoration advisory board implementation guidelines that provide a strategy for establishing RABs. In September 1994, final "Restoration Advisory Board Implementation Guidelines" were released by EPA. The RABs must also meet the statutory requirements for TRCs as required in 10 USC 2705 while providing expanded opportunities for community participation in the environmental restoration process.

Other RAB guidance includes: "Interim Report on the Federal Facilities Environmental Restoration Dialogue Committee" (EPA, February 1993); and "Fast Track Cleanup at Closing Installations" (DOD memorandum, September 1993).

Format of the Document

The enclosed matrix lists the individual activities required to establish a RAB, and where appropriate recommends "action steps" or strategies for their implementation. The format also indicates the parties in the IR process who are generally responsible for implementing each activity, although there is necessarily some responsibility overlap for many of these steps. Target completion dates for each activity are also indicated.

Schedule

The RAB establishment schedule incorporated into the matrix is expressed as target completion dates. Many of the scheduled activities, including convening the TRC, providing community RAB presentations, and establishing the RAB selection panel, require coordination between numerous organizations and individuals. Given the flexibility needed to coordinate such activities, the dates herein should be viewed as planning dates and not as deadlines. The schedule is based on recent ABB-ES experience in establishing RABs at other IR program sites, as that work relates to the specific requirements of NAS Key West and the surrounding community.

NAS Key West: RAB Establishment Activity Schedule Matrix

ACTIVITY	ACTION STEPS (as appropriate)	NAS KEY WEST	SOUTH DIV	ABB	PROJECTED COMPLETION*
Brief Commanding Officer on transition from TRC to RAB; schedule TRC meeting.	Prepare briefing materials based on operative regulations and guidance	X		Revised?	8 June 95
Develop and finalize letter from CO calling TRC meeting.		X	X	X	24 April-May 1 95
Prepare briefing materials for TRC meeting.				X	8 May 95
Review briefing materials for TRC meeting.		X	X	X	8-22 May 95
Finalize and deliver briefing materials for TRC meeting.				X	2 June 95
Hold TRC meeting.	<i>in conjunction with the TRC meeting, also may want to hold a "Public Informational Session" at the venue that BEI will start in</i>			X	14 June 95
Expand existing community relations mailing list for RAB membership application mailout.	Re-contact groups on existing list, review previous meeting records and correspondence files, add contacts from RAB public presentations, utilize institutional knowledge of NAS Key West personnel. Also access postal, tax, voting or other available information to expand list.	X	<i>July.</i>		ongoing

NAS Key West: RAB Establishment Activity Schedule Matrix

ACTIVITY	ACTION STEPS (as appropriate)	NAS KEY WEST	SOUTH DIV	ABB	PROJECTED COMPLETION*
Develop RAB mailout application, cover letter and fact sheet for community outreach/membership solicitation.	Determine legal requirements of material (Privacy Act, Americans with Disabilities Act, Conflict of Interest issues)		X	X	8 May 95
Review mailout application and fact sheet content and layout.		X	X	X	8-22 May 95
Finalize mailout application and fact sheet.				X	5 June 95
Produce and deliver mailout applications and fact sheets.				X	12 June 95
Arrange for presentations to established community organizations to build interest in the RAB.	Identify potential audiences on mailing list and contact other sources (business, civic, environmental, church groups)	X		X	19 May 95
Mail RAB application package to community members.		X			20 June 95
Place paid ads and/or PSAs for RAB informational meeting.	Identify appropriate media outlets (newspapers, radio, local access/community access cable TV)	X		X	25 June 95 25 July 95
Prepare draft RAB informational presentation materials, posters, and handouts. Complete initial meeting coordination.				X	8 May 95

NAS Key West: RAB Establishment Activity Schedule Matrix

ACTIVITY	ACTION STEPS (as appropriate)	NAS KEY WEST	SOUTH DIV	ABB	PROJECTED COMPLETION*
Establish RAB selection panel.	CO, in consultation with State resource trustees, EPA and other agencies as appropriate, should identify community interests and representative individuals for selection panel. CO reviews nominees to ensure balance and diversity.	X	X		15-22 May 95
Establish RAB selection panel procedures.	Establish: procedures for nominating community members; review process for community application forms; selection criteria.	X	X		15-22 May 95
Review RAB informational materials.		X	X	X	8-29 May 95
Finalize RAB informational materials.				X	7 June 95
Produce RAB informational materials.				X	16 June 95
Hold RAB informational meeting and distribute applications.		X	X	X	28 June 95
Return all RAB membership applications to selection panel.		X			17 July 95

NAS Key West: RAB Establishment Activity Schedule Matrix

ACTIVITY	ACTION STEPS (as appropriate)	NAS KEY WEST	SOUTH DIV	ABB	PROJECTED COMPLETION*
Hold RAB selection panel meeting, review applications and candidate qualifications, develop nomination list.	Apply selection criteria to ensure nominations reflect balance and diversity of community	X	X		by 26 July 95
Selection panel nominations presented to CO for approval		X			26 July 95
Prepare letter and paid display ad announcing selection of RAB members.				X	26 May 95
Review letter and paid display ad announcing selection of RAB members.		X	X	X	5-16 June 95
Distribute letter announcing selection of RAB members.		X			24 July 95
Place paid display ad announcing selection of RAB members.				X	6 August 95
Announcement of first RAB meeting through paid display ad.				x	To Be Determined
Prepare RAB orientation materials.				x	To Be Determined

* Proposed dates based on approval of this activity schedule matrix by 21 April 95.

MEMBERSHIP APPLICATION

Restoration Advisory Board

NAS Key West

If you would like to be considered for membership on the NAS Key West Restoration Advisory Board (RAB), please complete this application. When the application is completed, please fold the application in half, making sure the return address on Page 4 is visible. Then staple or tape the edges, affix postage, and mail the application. A selection panel representing the diverse interests of the community will choose [four to six] RAB community members who reflect this community diversity. All completed forms must be returned by 4:00 p.m. on July 17, 1995 to:

[NAME]
Public Affairs Officer
Naval Air Station
Key West, FL 33040-5000
(305) 292-2425

Please take a moment to read the Conflict of Interest Clause on Page 3 of this application. If you have any questions about your eligibility for the RAB, please state your concern. You will be informed if the selection board decides that a conflict of interest exists or could exist. Information on the Privacy Act is also included in this application.

Name: _____

Street Address: _____

City, State, ZIP: _____

Phone: _____

Daytime

Fax

Evening

Please state briefly why you would like to be a member of the NAS Key West Restoration Advisory Board.

By submitting this signed application, I am aware of the time commitment which this appointment will require of me. I agree to work cooperatively as a volunteer with other selected RAB members to ensure the efficient and effective use of RAB resources in contributing to the environmental cleanup of NAS Key West.

Applicant's Signature

Date

RESPONSIBILITIES

RAB volunteers must commit to attend all RAB meetings during the year, which will be held monthly or quarterly at a convenient location. Members missing two consecutive meetings may be asked to resign. RAB members will also review technical documents, provide advice and community concerns to the Navy, and communicate information back to the local community.

BIOGRAPHICAL INFORMATION

Please list any education, expertise, experience or special skills you have which would make a valuable contribution to the RAB.

Three horizontal lines for listing education, expertise, experience or special skills.

Please list other organizations to which you belong, and specify if you hold an office, chair a committee, etc.

Three horizontal lines for listing other organizations.

Completion of this Section is OPTIONAL.

Completion of this section is optional, however it will help ensure that the board is truly representative of the population. To meet the cultural and geographic membership criteria, the selection panel needs certain demographic information about applicants. The information in this section will be used for that purpose only.

Please check the category you represent. (If applicable you may check more than one category.)

- Public Official
- Academia
- General Public
- Base Employee
- Religious Community
- Business
- Labor
- Local Environmental Group/Activist
- Civic/Public Interest Group
- Other _____

DEMOGRAPHIC INFORMATION

DRAFT

Completion of this Section is OPTIONAL.

Completion of this section is optional, however it will help us ensure that the RAB is truly representative of the local community. To meet the cultural and demographic membership, the selection panel needs certain demographic information about applications. The information in this section will be used for that purpose only.

Sex: Male Female

- Race: White
- African American
- Hispanic
- Asia/Pacific Islander
- Native American
- Other (please specify) _____

Age: _____

Occupation: _____

Employer: _____

Conflict of Interest Clause

Individuals who have certain financial interests which may affect their impartiality in dealing with matters presented to the RAB for consideration may not be a member of the Board. Such a conflict of interest exists for any individual who may receive a direct or indirect personal financial gain or who may gain unfair business advantage resulting from the implementation of recommendations relating to the type of environmental cleanup, waste management methods, or research and development methods or technologies used to clean up NAS Whiting Field.

When the application is completed, please fold the application in half, making sure the return address on Page 4 is visible. Then staple or tape the edges, affix postage, and mail the application.

[NAME]
Public Affairs Officer
Naval Air Station
Key West, FL 33040

Please include my name on the mailing list to receive information about environmental cleanup activities at NAS Key West.

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Area Code and Phone Number: _____

DRAFT

[NAME]
Public Affairs Officer
Naval Air Station
Key West, FL 33040-5000

DRAFT

Privacy Act Statement

This statement is provided in compliance with the provisions of the Privacy Act of 1974 (Public Law 93-579) which requires that Federal agencies inform individuals who are requested to furnish personal information about themselves as to certain facts regarding the information below.

1. Authority.

The information in this form is being gathered in accordance with the provision of 10 U.S.C.2705(c) which requires the Department of Defense to establish public community groups to increase input on Navy environmental issues.

2. Principal Purposes.

This form will be reviewed by the selection committee and the Commanding Officer, NAS Key West, to select the members of the Restoration Advisory Board.

DRAFT

April , 1995

Dear Technical Review Committee Member:

In accordance with Department of Defense policy, NAS Key West is in the process of converting the standing Technical Review Committee (TRC) to a Restoration Advisory Board (RAB). The RAB implementation policy calls for existing TRCs to be expanded or modified to further increase the opportunity for community involvement in the Installation Restoration (IR) Program. I am calling a meeting of the TRC on [meeting date, time and location] to brief the membership on this transition.

NAS Key West appreciates time, commitment, and efforts as a member of the TRC over the past several years, and together we have accomplished a great deal. Indeed, the RAB policy was in part developed and modeled after successful TRCs such as ours. This is reflected by RAB guidance which suggests that existing community members of the TRC be strongly considered for RAB membership. Our goal in establishing the RAB at NAS Key West is to bring together people to reflect the diverse interests of our local community, providing for the continued flow of information and dialogue between the affected community, the Navy, and regulatory agencies.

To expand on the current TRC community representation, NAS Key West will initiate a public outreach program to inform the community of the RAB and solicit membership applications from interested individuals. We will conduct the following activities as part of this effort:

- a mailing to our expanded mailing list and other targeted groups, including a letter, fact sheet, and application describing the purpose of the RAB, membership opportunities, the selection process, and RAB membership responsibilities;
- contact local community organizations to describe the RAB establishment process, provide information for their members, and where possible, make brief presentations at upcoming meetings;
- advertise the RAB in local and base newspapers and on radio; and
- hold a public information briefing on [date] to describe the purpose of the RAB, membership responsibilities, and the selection process. Membership applications will also be available at the briefing.

Through the above activities, we will strive to solicit community interest in the RAB so that the [date] briefing is well attended, and ensure that comprehensive information on the RAB is available to all interested parties.

NAS Key West will accept RAB membership applications until **[July 17, 1995]**, and will select RAB members by **[July 26, 1995]**. As chairman of the TRC, I will convene a selection panel representing a cross-section of the community to review the applications, and I may request your participation in that review as we move through the selection process.

Again, we thank you for your diligent efforts and look forward to your continued support during the transition to the RAB. If you have any questions please contact Public Affairs Officer **[name]** at (305) **293-2425** or **[Base Environmental Coordinator and number]**.

Sincerely,

J. Munninghoff
Captain, U.S. Navy
Commanding Officer, NAS Key West

DRAFT

April , 1995

Dear Neighbor:

NAS Key West is committed to pursuing community input on environmental activities at the installation. To this end, we are currently forming a community-oriented **Restoration Advisory Board (RAB)** to increase public involvement in our environmental cleanup program. The RAB, through its larger community representation, will build on the work of the Technical Review Committee (TRC), the group which has been reviewing environmental plans and cleanup actions to date. The establishment of the RAB is structured to ensure that its community members represent the diversity of the Key West area.

The Navy will host a community meeting to discuss the purpose of the RAB and the membership selection process. You are encouraged to attend this session at the time and location shown below:

DATE:
TIME:
PLACE:

Anyone interested in applying for membership on the RAB can fill out the enclosed application form. This form can be returned to the Navy at the public meeting or mailed to the NAS Key West Public Affairs Office in the envelop provided. Applications are due to NAS Key West no later than **[time and date]**, after which a panel of community members will select the RAB membership. If you would like to remain on the mailing list to receive information about environmental activities at NAS Key West, please return the enclosed card.

Please take a few minutes to read the enclosed fact sheet and consider applying for membership on your RAB. Do not hesitate to direct any questions about the RAB to **[name]**, Public Affairs Officer, at 293-2425. I look forward to your involvement in this important initiative, and hope to see you at the public meeting on **[date]**.

Sincerely,

J. Munninghoff
Captain, U.S. Navy
Commanding Officer, NAS Key West

Enclosures:
RAB Fact Sheet
RAB Application
Mailing List Return Card



DRAFT

Restoration Advisory Board (RAB) Fact Sheet

What is a RAB?

A Restoration Advisory Board (RAB) is a group established for the purpose of having members of the community join with representatives of the Navy and local, State and Federal regulatory agencies to provide advice to the Naval Air Station at Key West (NAS Key West) regarding environmental cleanup activities. The RAB will be co-chaired by a representative NAS Key West and a member of the community.

What does the RAB do?

The RAB will serve as a link between the community and the Navy for an exchange of ideas and information on environmental cleanup issues. The RAB will conduct public meetings at regular and convenient times and locations, and will keep meeting minutes and make them available to the public. The RAB will develop and maintain a mailing list of those interested in its activities and will communicate regularly with these parties.

How will the RAB function?

The RAB will operate in an open, cooperative and forthright atmosphere and will encourage public comment. The RAB will review and evaluate documents, and will help shape the prioritization and activities involved in base cleanup.

Who will be on the RAB?

The RAB will reflect the diversity of the community and will include representation from all parties, groups, individuals and organizations affected by and interested in the environmental cleanup program at NAS Key West.

What are the responsibilities of the RAB members?

RAB members will serve voluntarily, attend meetings and be prepared to review technical documents, provide input and advice to NAS Key West, and relay recommendations from the public regarding environmental cleanup activities.

DRAFT

**ENVIRONMENTAL PUBLIC MEETING
for NAS KEY WEST
WEDNESDAY, JUNE 28, 1995 AT 7:00 P.M.
KEY WEST HIGH SCHOOL
2100 FLAGLER AVENUE, KEY WEST**



The Commanding Officer, NAS Key West cordially invites the public to attend an informational briefing to discuss the formation of the

Restoration Advisory Board

- ***About the Restoration Advisory Board***

NAS Key West is committed to public involvement in its environmental cleanup program. The Restoration Advisory Board (RAB), made up of community members, regulatory officials, and Navy personnel, will work with NAS Key West on environmental cleanup issues.

- ***How You Can Help***

Submit an application to be considered for membership on the RAB. Applications will be distributed at the meeting and must be received by NAS Key West by 4:00 P.M. on July 17, 1995. Applications can also be obtained by contacting NAS Key West at the telephone number listed below. Experience with environmental and scientific issues is not required--RAB members will be provided with necessary training. The RAB reviews and comments on all aspects of the environmental cleanup program.

*For more information about the RAB or to obtain membership applications,
please attend the public meeting or contact the NAS Key West Public Affairs
Office at (305) 293-2425.*

PUBLIC SERVICE ANNOUNCEMENT

The Commanding Officer of the Naval Air Station at Key West is inviting members of the community to attend a public briefing on the formation of the base's Restoration Advisory Board at [date, time, location].

This board will give the public the opportunity to provide input on environmental cleanup plans currently being developed at NAS Key West. The group will also act as a forum for discussions and exchange of information regarding the cleanup between the base, regulatory agencies, and the community.

For more information on this meeting or about the Restoration Advisory Board, or to have your name added to the NAS Key West mailing list, please contact the base Public Affairs Officer [name] at 293-2425.

**RAB SCRIPT
BUSINESS/COMMUNITY GROUP PRESENTATIONS**

Good afternoon/evening, and thank you for the opportunity to meet with you on behalf of Naval Air Station Key West. My name is _____ and I am the _____ at the base. I would like to talk today about the need for community participation in our environmental cleanup program.

As many of you may know, NAS Key West is in the process of identifying and cleaning up environmental conditions caused by past waste disposal practices at the base. Both the Department of Defense and NAS Key West are committed to public participation in this environmental cleanup program, and today's meeting is just one element of our proactive approach to soliciting community involvement.

A standing Technical Review Committee, or TRC, has guided the environmental activities accomplished to date. The TRC is made up of community members, representatives from the Navy, and regulatory officials. We are now looking to expand on the public involvement function of the TRC, and to hold regularly scheduled public meetings. To this end, we are in the process of forming a Restoration Advisory Board or RAB. This advisory panel will consist of 4 to 6 members of the public who reflect the diversity of our community, along with representatives of the Navy and regulatory agencies.

The main mission of the RAB will be to provide advice and input on the cleanup program at NAS Key West. The RAB will:

- serve as a forum for dialogue and information exchange between the community, regulators, and the Navy; and
- provide an opportunity for meaningful community participation in the environmental decision making process. RAB community input will be considered in all environmental decisions made at NAS Key West.

It is important to note that the RAB will not make decisions on cleanup activities, but will provide informed suggestions and community input to the Navy and the regulators.

We are currently recruiting community members for this important group. RAB members will be expected to:

- attend all meetings; the RAB may initially be meet on a monthly basis and then, as the board progresses, meet quarterly. Meeting frequency will be determined by the RAB;
- serve in a voluntary capacity as a liaison between NAS Key West and the surrounding community;

- commit to building and maintaining a strong and viable board.

A selection panel comprised entirely of community members will select 4 to 6 RAB members from a pool of applicants. Technical understanding of environmental issues is not required for selection. The Navy will provide all necessary training and support for the RAB membership. What we are asking for is your participation and your time.

I have applications and brochures with me today that provide more information about the RAB. We are also holding a public information briefing on the RAB at [location, date]. Navy personnel will be available for informal discussions from [time] on that evening, and we will make a presentation at [time] to describe the RAB and selection process in more detail.

I would like to stress that community involvement in our cleanup program is vital, and that the public is an important stakeholder in this process. Your support will assist the Navy in preserving our unique local environment for ourselves and our children. I hope to see you at our briefing on [date]. Please feel free to contact me at [tel. no.] or our Public Affairs Office at [305-293-2425] if you have any questions. Thank you for your time and attention.

DRAFT

Text Only: Final Presentation to be Produced in Stylized Version

**NAS KEY WEST
COMMUNITY BRIEFING
on the
RESTORATION ADVISORY BOARD**



[Briefing Date], 1995

PURPOSE OF THE RAB

- Act as a forum for communication and dialogue between the community and decision makers.
- Provide an opportunity for community members to participate in the decision making process.
- Advance the environmental cleanup at NAS Key West.

THE RAB *WILL*:

- Identify community interests and concerns early in the environmental cleanup process.
- Suggest priorities for cleanup activities.

THE RAB *WILL NOT*:

- Make final decisions on cleanup plans.
- Replace existing public outreach programs.

RAB PARTICIPATION

- **Two Co-Chairs:**
 - One Navy representative
 - One community representative
- **4 to 6 additional community representatives**
- **1 additional Navy representative**
- **Regulatory Agency representatives:**
 - USEPA, FDEP
 - ATSDR, Natural Resource Trustees

RAB ELIGIBILITY REQUIREMENTS

RAB members must be:

- Willing to consistently devote required time to RAB.
- Willing to represent a community interest effected by environmental cleanup efforts.
- Willing to serve as a liaison between NAS Key West and the community.

RAB MEMBERSHIP SELECTION PROCESS

- Selection panel will include Navy, regulatory agency, and community representatives [CHECK THIS! not according to workshop guidance].
- Selection panel will recommend 4 to 6 community members, as well as alternates.
- CO approves recommendations or returns them to the selection panel with additional guidance to ensure community balance and diversity is reflected.

RAB ORIENTATION: POTENTIAL TOPICS

- Introduction to terminology.
- Cleanup process and regulations.
- RAB function, roles, and responsibilities
- Installation tour and presentation of base mission.
- Overview of environmental cleanup activities.
- Discussion of community liaison role.
- Environmental/Risk Communication techniques.

2/1995
DRAFT

**RESTORATION ADVISORY BOARD (RAB) ESTABLISHMENT ACTIVITY SCHEDULE
NAS Key West Installation Restoration Program
Key West, Florida**

Introduction

This document presents an approach and recommends specific activities for establishing the Restoration Advisory Board (RAB) at NAS Key West. It covers the period from initial Technical Review Committee (TRC) transition activities to the first RAB orientation session. It also provides a schedule showing target completion dates for implementing these activities.

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Format of the Document

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Schedule

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NAS Key West: RAB Establishment Activity Schedule Matrix

ACTIVITY	ACTION STEPS (as appropriate)	NAS KEY WEST➔	SOUTH DIV	ABB	TARGET COMPLETION DATE
Brief Commanding Officer on transition from TRC to RAB; schedule TRC meeting.	Prepare briefing materials based on operative regulations and guidance	X			8 May 95
Develop and finalize letter from CO calling TRC meeting.		X	X	X	20-27 March 95
Prepare briefing materials for TRC meeting.				X	3 April 95
Review briefing materials for TRC meeting.		X	X	X	3-17 April 95
Finalize and deliver briefing materials for TRC meeting.				X	5 May 95
Hold TRC meeting.		X	X	X	10 May 95
Expand existing community relations mailing list for RAB membership application mailout.	Re-contact groups on existing list, review previous meeting records and correspondence files, add contacts from RAB public presentations, utilize institutional knowledge of NAS Key West personnel. Also access postal, tax, voting or other available information to expand list.	X			ongoing

NAS Key West: RAB Establishment Activity Schedule Matrix

ACTIVITY	ACTION STEPS (as appropriate)	NAS KEY WEST	SOUTHDIV	ABB	TARGET COMPLETION DATE
Develop RAB mailout application, cover letter and fact sheet for community outreach/membership solicitation.	Determine legal requirements of material (Privacy Act, Americans with Disabilities Act, Conflict of Interest issues)		X	X	3 April 95
Review mailout application and fact sheet content and layout.		X	X	X	3 -17 April 95
Finalize mailout application and fact sheet.				X	1 May 95
Produce and deliver mailout applications and fact sheets.				X	8 May 95
Arrange for presentations to established community organizations to build interest in the RAB.	Identify potential audiences on mailing list and contact other sources (business, civic, environmental, church groups)	X		X	21 April 95
Mail RAB application package to community members.		X			16 May 95
Place paid ads and/or PSAs for RAB informational meeting.	Identify appropriate media outlets (newspapers, radio, local access/community oriented cable TV)	X		X	23 May 95 28 May 95
Prepare draft RAB informational presentation materials, posters, and handouts. Complete initial meeting coordination.				X	3 April 95

NAS Key West: RAB Establishment Activity Schedule Matrix

ACTIVITY	ACTION STEPS (as appropriate)	NAS KEY WEST	SOUTHDIV	ABB	TARGET COMPLETION DATE
Establish RAB selection panel.	CO, in consultation with State resource trustees, EPA and other agencies as appropriate, should identify community interests and representative individuals for selection panel. CO reviews nominees to ensure balance and diversity.	X	X		10 -17 April 95
Establish RAB selection panel procedures.	Establish: procedures for nominating community members; review process for community application forms; selection criteria.	X	X		10 -17 April 95
Review RAB informational materials.		X	X	X	3 -24 April 95
Finalize RAB informational materials.				X	3 May 95
Produce RAB informational materials.				X	12 May 95
Hold RAB informational meeting and distribute applications.		X	X	X	24 May 95
Return all RAB membership applications to selection panel.		X			12 June 95

NAS Key West: RAB Establishment Activity Schedule Matrix

ACTIVITY	ACTION STEPS (as appropriate)	NAS KEY WEST	SOUTHDIV	ABB	TARGET COMPLETION DATE
Hold RAB selection panel meeting, review applications and candidate qualifications, develop nomination list.	Apply selection criteria to ensure nominations reflect balance and diversity of community	X	X		by 21 June 95
Selection panel nominations presented to CO for approval		X			21 June 95
Prepare letter and paid display ad announcing selection of RAB members.				X	21 April 95
Review letter and paid display ad announcing selection of RAB members.		X	X	X	1 - 12 May 95
Distribute letter announcing selection of RAB members.		X			26 June 95
Place paid display ad announcing selection of RAB members.				X	2 July 95
Announcement of first RAB meeting through paid display ad.				x	To Be Determined
Prepare RAB orientation materials.				x	To Be Determined

* Proposed dates based on approval of this activity schedule matrix by 20 March 95.

MEMBERSHIP APPLICATION

Restoration Advisory Board NAS Key West

DRAFT

If you would like to be considered for membership on the NAS Key West Restoration Advisory Board (RAB), please complete this application. When the application is completed, please fold the application in half, making sure the return address on Page 4 is visible. Then staple or tape the edges, affix postage, and mail the application. A selection panel representing the diverse interests of the community will choose [four to six] RAB community members who reflect this community diversity. All completed forms must be returned by 4:00 p.m. on June 12, 1995 to:

[NAME]
Public Affairs Officer
Naval Air Station
Key West, FL 33040-5000
(305) 292-2425

Please take a moment to read the Conflict of Interest Clause on Page 3 of this application. If you have any questions about your eligibility for the RAB, please state your concern. You will be informed if the selection board decides that a conflict of interest exists or could exist. Information on the Privacy Act is also included in this application.

Name: _____

Street Address: _____

City, State, ZIP: _____

Phone: _____

Daytime

Fax

Evening

Please state briefly why you would like to be a member of the NAS Key West Restoration Advisory Board.

By submitting this signed application, I am aware of the time commitment which this appointment will require of me. I agree to work cooperatively as a volunteer with other selected RAB members to ensure the efficient and effective use of RAB resources in contributing to the environmental cleanup of NAS Key West.

Applicant's Signature

Date

RESPONSIBILITIES

RAB volunteers must commit to attend all RAB meetings during the year, which will be held monthly or quarterly at a convenient location. Members missing two consecutive meetings may be asked to resign. RAB members will also review technical documents, provide advice and community concerns to the Navy, and communicate information back to the local community.

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Please list any education, expertise, experience or special skills you have which would make a valuable contribution to the RAB.

Please list other organizations to which you belong, and specify if you hold an office, chair a committee, etc.

Completion of this Section is OPTIONAL.

Completion of this section is optional, however it will help ensure that the board is truly representative of the population. To meet the cultural and geographic membership criteria, the selection panel needs certain demographic information about applicants. The information in this section will be used for that purpose only.

Please check the category you represent. (If applicable you may check more than one category.)

- | | |
|--|---|
| <input type="checkbox"/> Public Official | <input type="checkbox"/> Business |
| <input type="checkbox"/> Academia | <input type="checkbox"/> Labor |
| <input type="checkbox"/> General Public | <input type="checkbox"/> Local Environmental Group/Activist |
| <input type="checkbox"/> Base Employee | <input type="checkbox"/> Civic/Public Interest Group |
| <input type="checkbox"/> Religious Community | <input type="checkbox"/> Other _____ |

DEMOGRAPHIC INFORMATION

DRAFT

Completion of this Section is OPTIONAL.

Completion of this section is optional, however it will help us ensure that the RAB is truly representative of the local community. To meet the cultural and demographic membership, the selection panel needs certain demographic information about applications. The information in this section will be used for that purpose only.

Sex: Male Female

Race: White

African American

Hispanic

Asia/Pacific Islander

Native American

Other (please specify) _____

Age: _____

Occupation: _____

Employer: _____

Conflict of Interest Clause

Individuals who have certain financial interests which may affect their impartiality in dealing with matters presented to the RAB for consideration may not be a member of the Board. Such a conflict of interest exists for any individual who may receive a direct or indirect personal financial gain or who may gain unfair business advantage resulting from the implementation of recommendations relating to the type of environmental cleanup, waste management methods, or research and development methods or technologies used to clean up NAS Whiting Field.

When the application is completed, please fold the application in half, making sure the return address on Page 4 is visible. Then staple or tape the edges, affix postage, and mail the application.

DRAFT



[NAME]
Public Affairs Officer
Naval Air Station
Key West, FL 33040-5000

DRAFT

[NAME]
Public Affairs Officer
Naval Air Station
Key West, FL 33040

Please include my name on the mailing list to receive information about environmental cleanup activities at NAS Key West.

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Area Code and Phone Number: _____

D R A F T

Privacy Act Statement

This statement is provided in compliance with the provisions of the Privacy Act of 1974 (Public Law 93-579) which requires that Federal agencies inform individuals who are requested to furnish personal information about themselves as to certain facts regarding the information below.

1. Authority.

The information in this form is being gathered in accordance with the provision of 10 U.S.C. 2705(c) which requires the Department of Defense to establish public community groups to increase public input on Navy environmental issues.

2. Principal Purposes.

This form will be reviewed by the selection committee and the Commanding Officer, NAS Whiting Field, to select the members of the Restoration Advisory Board.