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LETTER REGARDING TRANSMITTAL OF RESTORATION ADVISORY BOARD
INFORMATION ON SCHEDULES NS MAYPORT FL
10/18/1994
ABB ENVIRONMENTAL



October 18, 1994

FILE

Commanding Officer
Attention: David Driggers, EIC
Southern Division
Naval Facilities Engineering Command
P.O. Box 190010
North Charleston, SC 29419-9010

**Subject: RAB Information Community Briefing: Review Schedule
NAVSTA Mayport Installation Restoration Program**

Dear David:

Enclosed please find the Review Schedule for the RAB implementation activities at NAVSTA Mayport. Please note that the informational Community Briefing is scheduled for Tuesday, December 13, 1994.

If you have any questions or need further information, please call me at (703) 769-8184.

Sincerely,

ABB ENVIRONMENTAL SERVICES, INC.

Ashley B. Power
Community Relations Specialist

Margaret E. Layne
Task Order Manager

Enclosure

cc: Cheryl Mitchell (NAVSTA Mayport)
Martha Rimmer (NAVSTA Mayport)
LT John Wallach (NAVSTA Mayport)
Vida Antolin-Jenkins (NAVSTA Mayport)
Jay Bassett (EPA)
Bruce Arnett (FDEP)
Mark Bengel (Bechtel)

ABB Environmental Services Inc.

RAB Implementation Plan, NAVSTA Mayport

ACTIVITY	PERSON(S) RESPONSIBLE	ACTION STEPS/ DEADLINES	PROJECTED COMPLETION
Establish Restoration Advisory Board	Commanding Officer	Establish RAB selection panel.	To Be Determined By 13 January 95
SUBTASK 2.3	CR Specialist	Develop poster presentation for outreach to existing community organizations (e.g., environmental, civic, and business groups) explaining role of RAB and asking for membership.	21 October 94
	ComRel Team ¹	Review poster and script for content and layout.	24 - 27 October 94
	CR Specialist	Revise poster and script, and distribute to ComRel Team.	1 November 94
	ComRel Team	Review revised poster and script.	2-3 November 94
	CR Specialist	Finalize poster and script.	4 November 94
	CR Specialist	Deliver Poster and script to PAO.	11 November 94
	PAO, CR Specialist	Arrange for presentations to established community organizations to solicit interest in the RAB using posters as presentation materials.	11 November - 9 December 94
	CR Specialist	Develop RAB fact sheet and RAB application, and distribute to ComRel Team.	21 October 94
	ComRel Team	Review RAB fact sheet and RAB application.	24-27 October 94
	CR Specialist	Revise RAB fact sheet and RAB application, and distribute to ComRel Team.	1 November 94
	ComRel Team	Review revised RAB fact sheet and RAB application.	2-3 November 94
	CR Specialist	Finalize RAB fact sheet and RAB application.	4 November 94
	CR Specialist	Deliver RAB fact sheet and RAB application to PAO.	11 November 94
	PAO	Distribute RAB fact sheet and RAB application to mailing list.	14 November 94
	CR Specialist	Develop mailing list for solicitation of RAB members. Include interested parties from community presentations.	21 October 94
	ComRel Team	Review mailing list.	24-27 October 94
	CR Specialist	Finalize mailing list.	11 November 94
	CR Specialist	Prepare draft letters of invitation to be distributed to mailing list.	21 October 94
	ComRel Team	Review letters.	24-27 October 94
	CR Specialist	Finalize letters.	4 November 94
	PAO	Mail letters to community members.	14 November 94
	CR Specialist	Draft public notice and distribute to ComRel Team.	8 November 94
ComRel Team	Review public notice.	9-15 November 94	
CR Specialist	Finalize public notice.	17 November 94	

ACTIVITY	PERSON(S) RESPONSIBLE	ACTION STEPS/ DEADLINES	PROJECTED COMPLETION
	CR Specialist	Place paid ad announcing public meeting.	6 December 94
	CR Specialist	Place paid ad announcing public meeting.	11 December 94
	CR Specialist	Complete initial meeting coordination. CR Specialist will work with ComRel Team to plan: - Scheduling - Facility Planning	7 November 94
	CR Specialist	Prepare draft presentation, posters, and handouts, and distribute to ComRel Team.	8 November 94
	ComRel Team	Review draft presentation, posters, and handouts.	9-15 November 94
	CR Specialist	Revise draft presentation, posters, and handouts, and distribute to ComRel Team.	21 November 94
	ComRel Team	Review revised draft presentation, posters, and handouts.	22-30 November 94
	CR Specialist	Finalize and produce final presentation, posters, and handouts.	2 December 94
	CR Specialist	Deliver final presentation, posters, and handouts to PAO.	9 December 94
	ComRel Team and selected Navy Co-Chair of RAB	Hold community RAB briefing and distribute applications.	13 December 94
	CR Specialist	Prepare meeting minutes and distribute to ComRel Team.	20 December 94
	Potential RAB members	Return RAB membership applications to the selection committee.	13 January 95
	RAB Selection Panel	Hold RAB selection panel meeting.	18 January 95
	Selection Panel Chairperson	Selection panel recommendations presented to CO for approval.	19 January 95
	CR Specialist	Prepare letter announcing selection of RAB (without names).	10 January 95
	ComRel Team	Review letter announcing selection of RAB.	11-17 January 95
	CR Specialist	Finalize letter, print, and ship to PAO for distribution.	19 January 95
	PAO	Distribute letter announcing selection of RAB.	20 January 95

ACTIVITY	PERSON(S) RESPONSIBLE	ACTION STEPS/ DEADLINES	PROJECTED COMPLETION
Prepare and Distribute Quarterly Newsletter. SUBTASK 2.5	CR Specialist	Develop prototype newsletter and distribute to ComRel Team.	21 October 94
	ComRel Team	Review prototype newsletter.	24-27 October 94
	CR Specialist	Prepare draft newsletter and distribute to ComRel Team.	8 November 94
	ComRel Team	Review draft newsletter.	9-15 November 94
	CR Specialist	Revise newsletter and distribute to ComRel Team.	21 November 94
	ComRel Team	Review revised newsletter and distribute to ComRel Team.	22-30 November 94
	CR Specialist	Finalize newsletter.	2 December 94
	CR Specialist	Print and ship newsletter to PAO for distribution.	13 December 94
	PAO	Distribute newsletter to the mailing list.	15 December 94
Prepare and distribute fact sheet describing RFI at NAVSTA Mayport. SUBTASK 2.5	CR Specialist	Prepare RFI Fact Sheet.	18 January 95
	Technical Lead	Review RFI Fact Sheet.	19-20 January 95
	CR Specialist	Prepare draft RFI Fact Sheet and distribute to ComRel Team.	23 January 95
	ComRel Team	Review draft RFI Fact Sheet.	24-25 January 95
	CR Specialist	Revise RFI Fact Sheet and distribute to ComRel Team.	30 January 95
	ComRel Team	Review revised RFI Fact Sheet.	31 January - 1 February 95
	CR Specialist	Finalize RFI Fact Sheet.	2 February 95
	CR Specialist	Print and ship RFI Fact Sheet to PAO for distribution.	8 February 95
	PAO	Distribute RFI Fact Sheet to the mailing list.	10 February 95
Develop Speaker Program SUBTASK 2.7	CR Specialist	Develop draft Speaker Program and distribute to ComRel Team.	10 January 95
	ComRel Team	Review draft Speaker Program.	11-17 January 95
	CR Specialist	Revise Speaker Program and distribute to ComRel Team.	23 January 95
	ComRel Team	Review revised Speaker Program.	24-25 January 95
	ComRel Team	Finalize Speaker Program.	27 January 95
	CR Specialist	Submit Speaker Program to PAO.	3 February 95