



DEPARTMENT OF THE NAVY
NAVAL AIR STATION MEMPHIS
7800 3RD AVENUE
MILLINGTON, TENNESSEE 38054-5045

1D-00156

IN REPLY REFER TO
11000
Ser 03/003261
10 AUG 1994

From: Commanding Officer, Naval Air Station Memphis

Subj: RESTORATION ADVISORY BOARD MEETING

Encl: (1) RAB questionnaire (with return envelope)

1. The Restoration Advisory Board (RAB) meeting has been rescheduled for Tuesday evening, 23 August, 7:00 p.m., at the Baker Community Center, 7942 Church Street. Your work as a member of this Board is important, and we appreciate your participation.
2. The agenda for this meeting is your critique of the RAB meetings to date, and the development of topics, concerns, and points of interest which you, as RAB members, want to see addressed at future meetings. If you have not had a opportunity to complete the enclosed questionnaire, please take a few moments to answer the questions and return to us by 17 August in the envelope provided. It is proposed that we use this questionnaire as a starting point for our discussions at the meeting.
3. Thank you again for your participation and work as a member of this Board. If you have any questions, please do not hesitate to call Sue Hosmer, NAS Memphis Public Affairs, at 873-5761. If you are unable to attend the meeting, I would appreciate you providing ideas and concerns by returning the questionnaire.

F. L. Willis
F. L. WILLIS

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Survey Questionnaire
Restoration Advisory Board
NAS Memphis

Statement of Purpose

The purpose of this survey questionnaire is to determine from each of the Naval Air Station Memphis Restoration Advisory Board (RAB) members if anything needs to be done to strengthen the RAB's effectiveness as a group working with the Navy to ensure that the best decisions are made with regard to the environmental issues at NAS Memphis. The turnout of people from the local community for RAB meetings has been small thus far. All of the meetings have been published in advance in the local newspaper, and the date and agenda for the next meeting are announced at the end of each meeting. Your candid answers to the following questions will provide us with valuable information and a better insight into what should be done to generate more interest by the community into the environmental issues and solutions.

1. Do you think presentations by RAB members about environmental programs at NAS Memphis (for example, to local civic organizations, schools and churches) would help generate community participation in future RAB meetings?

YES _____

NO _____

2. Would you be willing to participate in the presentations to these groups?

YES _____

NO _____

3. Should interviews be conducted within the local community?

YES _____

NO _____

4. Would you be willing to prepare interview questions/plans of action/identify targeted audience/conduct interviews?

YES _____

NO _____

5. Do you think the meetings are being conducted in the correct manner?

YES _____

NO _____

If no, what can be done to improve the meetings? _____

6. Do you think the time/location for the meetings is appropriate?

YES _____

NO _____

If no, what is a better location/time for the meetings? _____

7. Is the method of notification for the RAB meetings sufficient to ensure maximum participation?

YES _____

NO _____

If no, what other methods would you suggest be used to ensure maximum participation? _____

8. Has information discussed at past RAB meetings been presented in a way that can be understood by anyone attending the meeting?

YES _____

NO _____

If no, how can information be presented in the future to make it more understandable? _____

9. Have handouts at RAB meetings been adequate/understandable?

YES _____

NO _____

If no, please indicate which ones were not adequate/understandable and provide any suggestions you might have that would have improved them. _____

10. What other handouts/methods of sharing information do you think the RAB should use? (Examples: films, newsletters, etc.)

11. Do you think topics discussed at RAB meetings have been appropriate?

YES _____

NO _____

If no, please indicate which ones you thought were inappropriate and why. _____

12. What topics do you want discussed at future RAB meetings?

13. What additional role would you like to play in future meetings? (e.g. leading a RAB meeting, making a presentation to explain a process/decision, man a poster station to explain a process/decision.) _____

14. What would you like to do to communicate to the community what you and other members of the RAB are accomplishing? _____

15. Do you think the RAB meetings are achieving our goal to involve the community in the decisions we make about environmental issues at NAS Memphis?

YES _____

NO _____

If no, what can we do to accomplish this goal? _____

16. What do you believe is the objective of the RAB? _____

17. What should the RAB be doing? _____

18. Do you feel there is adequate support staff present at RAB meetings to answer questions?

YES _____

NO _____

If no, please indicate the types of technical expertise you feel needs to be present at RAB meetings to answer questions.

19. In the past when questions could not be answered at the meetings, answers to questions have been included in minutes or provided in writing to RAB members by the next meeting.

a. Have these answers been adequate/understandable to clarify the issues raised?

YES _____ NO _____

If no, please indicate which questions were not adequately answered/not understandable. _____

b. Is this method of answering questions satisfactory?

YES _____ NO _____

If no, what other method(s) would you suggest? _____

20. Do you feel that the BRAC Cleanup Team is being honest and upfront with the RAB?

YES _____ NO _____

If no, please explain why/provide suggestions on what can be done to win the RAB's confidence. _____

21. Do you think you need any special training/orientation in order to be a contributing member of the RAB?

YES _____ NO _____

If yes, please specify the training/orientation needed. _____

22. Has your involvement in the RAB thus far been what you expected?

YES _____

NO _____

If no, please explain what you expected your involvement would have been. _____

23. What other suggestions/comments do you have that you feel will strengthen the NAS Memphis RAB to ensure sound two-way communication occurs between the community and the RAB.

