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DEPARTMENT OF THE NAVY
U. S. NAVAL STATION, ROOSEVELT ROADS
PSC 1008, BOX 3001
FPO AA 34051

5090
Ser N02C-B13/1658
29 Apr 94

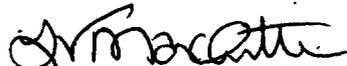
From: Commanding Officer, U.S. Naval Station, Roosevelt Roads
To: Commander in Chief, U.S. Atlantic Fleet

Subj: ESTABLISHMENT OF RESTORATION ADVISORY BOARD (RAB)

Ref: (a) CINCLANTFLT ltr 5090 Ser N4423A/001004 of 10 Mar 94

Encl: (1) Plan of Action and Milestones for Restoration Advisory
Board Establishment

1. Enclosure (1) is submitted as requested by reference (a).
2. Should you have any questions, please contact Mrs. Madeline Rivera, IR Program Manager, at (809) 865-4429 or DSN 831-4429.


L. V. MARCHETTE
By direction

Copy to:
NAVSTA ROOSRDS PAO

29 APR 94

**PLAN OF ACTION AND MILESTONES
FOR RESTORATION ADVISORY BOARD
ESTABLISHMENT**

ITEM	RESPONSIBILITY	DUE DATE
CONDUCT TRC MEETING * Introduce RAB * Ask for suggestions on: - How to establish RAB - RAB members	TRC MEMBERS	10 MAY 94
DEVELOP MAILING LIST OF INTERESTED PARTIES * Re-contact citizens interviewed during CRP * Sent letters to individuals recommended by TRC	PAO/IR COORD	30 MAY 94
PLACE ANNOUNCEMENTS IN LOCAL PAPERS * Explain RAB * Solicit nominations * Announce public meeting	PAO	30 MAY 94
HOLD A PUBLIC MEETING * Explain RAB * Solicit nominations	PAO/IR COORD	10 JUN 94
SELECT RAB MEMBERS	TRC MEMBERS	01 JUL 94
CONTACT RAB MEMBERS * Decide on fist RAB members meeting	PAO	15 JUL 94
ANNOUNCE RAB MEMBERS AND FIRST RAB MEETING BY LOCAL MEDIA	PAO	30 JUL 94
CONDUCT FIRST RAB PUBLIC MEETING * Introduce RAB members * Elect community co-chair * Establish terms and conditions for community co-chair. * Establish meeting process and schedule	PAO/IR COORD	26 AUG 94
ANNOUNCE BY FACT SHEET AND LOCAL PAPERS THE ESTABLISHMENT OF RAB, CO-CHAIRS' NAMES AND TELEPHONES, AND MEETING SCHEDULE	PAO	30 SEP 94

NOTES:

- 1) PUBLIC NOTICES HAVE TO BE IN ENGLISH AND SPANISH
- 2) NEED A TRANSLATOR AT THE PUBLIC MEETING (\$\$\$\$)
- 3) EPA AND EFD NEED TO TRAVEL FOR EACH MEETING

RESTORATION ADVISORY BOARDS

May 10, 1994.
Presented at TRC
meeting.

m.e.

GOALS OF RABS

- **DEVELOP CONSENSUS
RECOMMENDATIONS**
- **IMPROVE DECISION MAKING PROCESS**
- **REFLECT PRIORITIES AND CONCERNS OF
STAKEHOLDERS**

PURPOSE OF RABS

- **ACT AS A FORUM FOR DISCUSSION AND EXCHANGE OF INFORMATION BETWEEN AGENCIES AND THE COMMUNITY**
- **PROVIDE AN OPPORTUNITY FOR STAKEHOLDERS TO REVIEW PROGRESS AND PARTICIPATE IN DECISION MAKING PROCESS**

NAVY POLICY

- **ESTABLISH RABS AT ALL INSTALLATIONS IN THE ENVIRONMENTAL RESTORATION PROGRAM**
- **EXPAND EXISTING TRCS TO INCLUDE ADDITIONAL COMMUNITY REPRESENTATIVES**
- **ESTABLISH NAVY AND COMMUNITY CO-CHAIRS FOR ALL RABS**
- **OPEN MEETINGS TO THE PUBLIC**
- **KEEP RABS FOCUSED ON ENVIRONMENTAL RESTORATION/CLEANUP**

MEMBERSHIP OF RAB

- **INSTALLATION**
- **ENGINEERING FIELD
DIVISION/ENGINEERING FIELD ACTIVITY**
- **ENVIRONMENTAL PROTECTION AGENCY**
- **STATE ENVIRONMENTAL ORGANIZATION**
- **LOCAL GOVERNMENTS**
- **REPRESENTATIVES OF COMMUNITY
INTERESTS OR GROUPS**
- **INTERESTED INDIVIDUALS**

OBTAIN NOMINATIONS FOR RAB MEMBERSHIP

- **ASK MEMBERS OF TRC/BRAC CLEANUP TEAM FOR RECOMMENDATIONS (AT BASES WITH NO TRC OR BRAC CLEANUP TEAM ASK REGULATORS**
- **RE-CONTACT CITIZENS INTERVIEWED DURING DEVELOPMENT OF COMMUNITY RELATIONS PLAN OR INTERVIEW CITIZENS TO SOLICIT NOMINATIONS**
- **SOLICIT ANNOUNCEMENTS THROUGH NEWSPAPER AND MAILING LIST**

SELECTING COMMUNITY MEMBERS

- **DETERMINE OPTIMUM SIZE OF RAB**
- **ESTABLISH NUMBER OF COMMUNITY MEMBERS TO BE ADDED BASED ON ISSUES/CONCERNS/GROUPS**
- **ANNOUNCE RESPONSIBILITIES OF RAB MEMBERS, SELECTION PROCEDURE AND NUMBER OF COMMUNITY MEMBERS TO BE SELECTED**
- **IDENTIFY POTENTIAL NEW MEMBERS**
- **OBTAIN NOMINATIONS/CREATE SLATE OF CANDIDATES**
- **SELECT COMMUNITY MEMBERS**
- **ANNOUNCE NEW MEMBERS**

SELECTING CO-CHAIRS

- **NAVY CO-CHAIR**
 - APPOINTED BY THE INSTALLATION CO
- **COMMUNITY CO-CHAIR**
 - SELECTED BY THE COMMUNITY MEMBERS
 - USE PROCESS ESTABLISHED BY THE COMMUNITY MEMBERS
 - HAVE THE COMMUNITY MEMBERS ESTABLISH THE TERMS AND CONDITIONS FOR COMMUNITY CO-CHAIR

RESPONSIBILITIES OF COMMUNITY CO-CHAIR

- **ENSURE THAT COMMUNITY ISSUES AND CONCERNS ARE BROUGHT TO THE TABLE**
- **ASSIST IN COMMUNICATING TECHNICAL INFORMATION TO STAKEHOLDERS**
- **ASSIST IN DISSEMINATING INFORMATION TO THE PUBLIC**
- **COORDINATE WITH THE NAVY CO-CHAIR TO PREPARE AND DISTRIBUTE AN AGENDA PRIOR TO EACH MEETING**
- **WORK WITH THE NAVY CO-CHAIR TO REVIEW AND DISTRIBUTE THE MINUTES**

RESPONSIBILITIES OF NAVY CO-CHAIR

- **ENSURE NAVY CONSIDERS AND RESPONDS TO COMMENTS**
- **ENSURE COMMUNITY MEMBERS ARE GIVEN ADEQUATE TIME TO PRESENT CONCERNS**
- **CO-ORDINATE WITH THE COMMUNITY CO-CHAIR TO PREPARE AND DISTRIBUTE AN AGENDA PRIOR TO EACH RAB MEETING**
- **ADVERTISE MEETINGS**
- **PROVIDE ADMINISTRATIVE SUPPORT FOR THE RAB**
- **BE RESPONSIBLE FOR THE MINUTES**

RESPONSIBILITIES OF NAVY CO-CHAIR (CONT.)

- **REFER NON-CLEANUP ISSUES TO APPROPRIATE NAVY OFFICIALS**
- **WORK WITH COMMUNITY CO-CHAIR TO ESTABLISH A PROCESS FOR PUBLIC REVIEW OF DOCUMENTS**
- **PUBLISH THE PROCESS FOR PUBLIC REVIEW AND COMMENT**
- **PROVIDE DRAFT COMMENTS TO RAB**
- **PUBLISH THE REQUIREMENTS AND TERMS OF COMMUNITY MEMBERS AFTER THEY ARE DETERMINED BY TRC, STEERING COMMITTEE, OR OTHER**

RAB MEETINGS

- **OPEN RAB MEETINGS TO THE PUBLIC**
- **SELECT TIME AND PLACE FOR MEETINGS TO PERMIT PUBLIC ATTENDANCE**
- **ANNOUNCE MEETINGS IN ADVANCE THROUGH ANNOUNCEMENTS IN LOCAL NEWSPAPERS AND MAILINGS TO PARTIES ON THE MAILING LIST**
- **DISTRIBUTE MINUTES TO RAB MEMBERS**
- **HAVE RAB MEMBERS ESTABLISH PROCEDURES FOR THE CONDUCT OF THE RAB MEETINGS**