

## **Environmental Management Site-Specific Advisory Board**

U.S. Department of Energy

### Advisory Board Charter

- 1. Committee's Official Designation.** Environmental Management Site-Specific Advisory Board.
- 2. Authority.** The Environmental Management Site-Specific Advisory Board (EM SSAB), hereafter, the "Board," is established under the authority of the U.S. Department of Energy (DOE). The Board is being renewed in accordance with the provisions of the Federal Advisory Committee Act, as amended, 5 U.S.C. Ch.10.
- 3. Objectives and Scope of Activities.** The EM SSAB is made up of local site chapters (also known as "local boards") at EM sites throughout the country that operate under this charter and provide the Assistant Secretary for Environmental Management (EM), or the appropriate DOE EM official, with advice and recommendations concerning issues affecting the EM program. At the request of the Assistant Secretary or the Field Managers, the Board may provide advice and recommendations concerning the following EM site-specific issues: clean-up activities and environmental restoration; waste and nuclear materials management and disposition; excess facilities; future land use and long-term stewardship. The Board may also be asked to provide advice and recommendations on any EM program components, such as risk assessments, communications, and funding priorities.
- 4. Description of Duties.** The duties of the Board are solely advisory in nature.
- 5. Official(s) to Whom the Committee Reports.** The Board reports to the Assistant Secretary for EM and any other DOE EM official the Assistant Secretary shall designate.
- 6. Agency Responsible for Providing Necessary Support for this Committee.** The Department of Energy. Within the Department, primary support shall be furnished by the Office of Environmental Management.
- 7. Estimated Annual Operating Costs in Dollars and Staff Years.** The estimated annual costs associated with supporting the EM SSAB are \$4.2 million, including 8 staff years (FTE) of Federal employee support.
- 8. Designated Federal Officer.** A full-time or permanent part-time DOE employee, appointed in accordance with agency procedures, will serve as Designated Federal Officer (DFO). The DFO (or designee) will approve or call for all the Board and subcommittee meetings, approve all meeting agendas, attend all Board and subcommittee meetings, and adjourn any meeting if adjournment is determined to be in the public interest.

The Assistant Secretary for EM may designate Deputy Designated Federal Officers (DDFOs) to be responsible for conducting DFO duties at the local site chapters of the EM SSAB.

**9. Estimated Number and Frequency of Meetings.** Local board meeting schedules vary by site. Depending on the level of current clean-up activity, DOE site management may convene the full local boards on a monthly basis, or less frequently. Additionally, members representing each local board typically attend semi-annual EM SSAB Chairs meetings to discuss complex-wide EM issues.

**10. Duration.** Continuing in nature.

**11. Termination.** The Board terminates two years from the Charter filing date and may not meet if the Charter is not renewed biennially.

**12. Membership and Designation.** Pursuant to delegated authority by the Secretary of Energy, the Assistant Secretary for EM is authorized to appoint and remove EM SSAB members.

- a. Approximate number of members: 200
- b. The standard term for Board members is two years, and members are to serve no more than three two-year terms for a total of six years.
- c. Field Managers may request a one-year term-limit exception only after a thorough effort to recruit new members has been conducted and no viable candidates were identified.
- d. Board member appointments are staggered so that approximately one-third of the membership is retained for continuity.
- e. Members shall be from communities directly affected by EM Program activities and reflect a full diversity of viewpoints including environmental, public health, civic groups, labor, local and Tribal government, education, local businesses, economic development, and demographics such as ethnicity, age, and gender.
- f. Nomination and appointment of Board members shall be accomplished using procedures designed to ensure a diverse Board membership and a balance of representative viewpoints.
- g. The Assistant Secretary or DOE Field Managers for EM activities may request that other Federal, State, local or Tribal governments name liaisons to the local boards to provide information and represent their agency's interests at local board meetings. These liaisons may participate in discussions but shall have no voting privileges and shall not be included in the quorum count.
- h. Board members serve without compensation; however, members may be reimbursed in accordance with the Federal Travel Regulations for authorized travel and per diem expenses incurred while participating in Board activities.

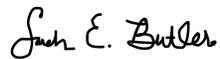
**13. Subcommittees.** DOE has the authority to form subcommittees. Subcommittees may be formed for each local site chapter of the EM SSAB with the approval of the DFO or DDFO. The objectives of the subcommittees are to make recommendations to the Board with respect to particular matters which are related to the responsibilities of the Board and local boards. Such subcommittees or workgroups may not work

independently and must report their recommendations and advice to the Board for deliberation and discussion. Subcommittees have no authority to make decisions on behalf of the Board or local boards, nor can they report directly to DOE. Members of the public can serve on subcommittees.

**14. Recordkeeping.** The records of the Board shall be handled in accordance with General Records Schedule 6.2 and Administrative Records Schedule 16, Item 8b (1.1), and approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. § 552.

**15. Filing Date.**

Date filed with Congress: April 8, 2024



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Committee Management Officer