

Environmental Management Advisory Board

U.S. Department of Energy

Advisory Board Charter

- 1. Committee's Official Designation.** Environmental Management Advisory Board (EMAB or the Board).
- 2. Authority.** The EMAB 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 (FACA), as amended, 5 U.S.C., Ch. 10.
- 3. Objectives and Scope of Activities.** The Board provides advice and recommendations to the Assistant Secretary for Environmental Management on corporate matters related to DOE's Environmental Management program.
- 4. Description of Duties.** The duties of the Board are solely advisory in nature. At the request of the Assistant Secretary for Environmental Management, EMAB will provide advice and recommendations on topics including, but not limited to:
 - Effective execution of the Environmental Management mission, and minimization of obstacles that could impact the program's timely success.
 - Applicable private sector best management practices and integration of such practices into the Environmental Management program.
 - Barriers to the effective execution of the Environmental Management program objectives and knowledge sharing between the Department and private industry.
 - Focusing resources to achieve the maximum impact and greatest risk reduction.
- 5. Agency/Federal Officer Receiving the Advisory Board's Advice/Recommendations.** The Board reports to the Assistant Secretary for Environmental Management.
- 6. Support.** DOE's Office of Environmental Management shall provide support for the Board.
- 7. Estimated Annual Operating Costs in Dollars and Staff Years.** The estimated annual operating cost associated with supporting the Board is approximately \$150,000; and requires approximately one-half full-time equivalent (FTE).
- 8. Designated Federal Officer.** A full-time or permanent part-time DOE employee, appointed in accordance with agency procedures, will serve as the Designated Federal Officer (DFO). The DFO (or designee) will ensure the Board complies with FACA, the FACA Final Rule, DOE administrative procedures, and any other applicable laws and regulations; approve or call all advisory board and subcommittee meetings; approve all agendas; attend all board meetings and subcommittee meetings; adjourn any meeting when the DFO determines it to be in the public's interest; chair meetings when so directed by the agency head; maintain information on board activities and provide such information to the public, as applicable; ensure board members receive the appropriate training for efficient operation and compliance with FACA; and maintain a public facing website for the Board.

- 9. Estimated Number and Frequency of Meetings.** The Board will meet approximately twice per year.
- 10. Duration.** The board is expected to be continuing in nature, subject to the Termination section below.
- 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.** In order to achieve a balanced membership per the Membership Balance Plan, the Board will consist of approximately 20 members, who will be appointed by and serve at the discretion of the Secretary of Energy. Board members will be appointed in either a representative capacity or as Special Government Employees. Membership terms shall be for a period of up to two years. Board members may be reappointed to additional terms following review. The Chair and Vice Chair of the Board shall be appointed by the Assistant Secretary for Environmental Management from among the Board members. Members of the Board serve without compensation; however, each member may be reimbursed in accordance with the Federal Travel Regulations for authorized travel and per diem expenses incurred in service to the Board.
- 13. Subcommittees.** To facilitate the functioning of the EMAB, subcommittees may be formed by the DFO, as appropriate. The objectives of the subcommittees are to make recommendations to the parent board with respect to particular matters related to the responsibilities of the EMAB. Ad hoc members from outside the Board may be appointed by DOE to ensure the competence necessary to conduct the subcommittee's business. Such subcommittees or work groups may not work independently of the chartered Board and must report their recommendations and advice to the Board for full deliberation and discussion. Subcommittees or work groups have no authority to make decisions on behalf of the EMAB, nor can they report directly to DOE.
- 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 schedules. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

Filing Date.

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David Borak

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