

**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 United States Code Chapter 10.
- 3. Objectives and Scope of Activities.** The EM SSAB is made up of local site chapters (also known as "local boards") at Office of Environmental Management (EM) sites throughout the country that operate under this charter and provide the Assistant Secretary for EM, or the appropriate DOE EM official, with advice and recommendations from a community perspective concerning issues affecting the EM program. At the request of the Assistant Secretary or Field Managers, the Board may provide community-based advice and recommendations concerning any EM program activities, such as clean-up activities and environmental restoration; waste management and disposition; excess facilities; future land use and long-term stewardship; communications; and budget 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.** DOE. Within the Department, primary support and reporting requirements shall be furnished by EM.
- 7. Estimated Annual Operating Costs in Dollars and Staff Years.** The estimated annual operating cost associated with supporting the EM SSAB and its subsequent local site chapters is approximately \$2.9 million (M). This includes:
  - a. Four full-time equivalent Federal personnel at an annual estimated cost of \$563,000 and approximately \$2.27M in other Federal internal costs, which include Federal travel, meeting and administrative expenses, and contractor costs;
  - b. \$0 in proposed payments to approximately 160 members; and
  - c. Approximately \$89,000 in reimbursable costs, including member travel.
- 8. Estimated Number and Frequency of Meetings.** Local board meeting schedules vary by site. Depending on the needs of the Department, DOE may convene the local boards on a monthly basis, or less frequently. Additionally, members representing

each local board typically attend biannual EM SSAB Chairs meetings to discuss complex-wide EM issues.

**9. Duration.** Continuing in nature.

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

**11. 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: 160
- b. The standard term for Board members is two years. Board members may be reappointed to additional terms following review but may serve no more than a total of six years.
- c. Field Managers may request a term-limit exception only after a thorough effort to recruit new members has been conducted and no viable candidates are identified.
- d. The majority of members shall live or work in counties near EM Program activities and are appointed as community representative members. Expertise is not required for Board membership.
- e. Members may include the contractor/union workforce but cannot receive compensation from their employer/union for participation on the Board.
- f. Recruitment and appointment of Board members shall be accomplished using procedures designed to achieve a balance of community viewpoints.
- g. The Assistant Secretary or DOE Field Managers for EM activities may invite other Federal, State, local or Tribal governments to name liaisons to the local boards to provide information and represent their agency's interests in Board-related activities. Liaisons may participate in discussions but shall have no voting privileges, shall not hold Board leadership positions, and shall not be included in the quorum count.
- h. Board members 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.

**12. 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 Designated Federal Officer (DFO). The objective of subcommittees is to draft advice or recommendations for the Board's consideration within the scope of the Board. Such subcommittees or work groups may not work independently and must report their draft advice and recommendations 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. At the discretion of the DFO, members of the public can participate in subcommittees but cannot serve leadership roles.

**13. Filing Date.**

Date filed with Congress: March 31, 2026

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