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 (EM SSAB).

2. **Authority.** This charter establishes the Board under the authority of the U.S. Department of Energy. The Board is being renewed in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., App. 2.

3. **Objectives and Scope of Activities.** The EM SSAB provides the Assistant Secretary for Environmental Management (EM), the appropriate Department of Energy (DOE) Field Managers or Assistant Managers for EM activities, and any other DOE official the Assistant Secretary designates, with advice and recommendations concerning issues affecting the EM program at various sites. 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 standards and environmental restoration; waste management and disposition; stabilization and disposition of non-stockpile nuclear materials; excess facilities; future land use and long-term stewardship; risk assessment and management; and clean-up science and technology activities. The Board may also be asked to provide advice and recommendations on any other EM project or issue.

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 Environmental Management, the appropriate DOE Field Managers or Assistant Managers for EM activities, and any other DOE 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 $4.25 million, including 10.0 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 of the Board and subcommittee meetings, prepare and 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 DFO may designate Deputy Designated Federal Officers (DDFOs) to be responsible for conducting day-to-day operations of the local site chapters of the EM SSAB (also known as "local boards").

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 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 Environmental Management is authorized to appoint and remove EM SSAB members.

a. 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.
b. Exceptions from term limits can be requested and will be considered on a term-by-term basis if a member represents a specific organization on the board or where a member brings diversity that is important to balance board views. A request for an exception from term limits may be made by the affected Field Office Manager during the membership package process and must be approved by the Assistant Secretary.
c. Board member appointments are staggered so that one-half of the membership is retained for continuity.
d. Board membership shall reflect a full diversity of viewpoints in the affected community and region, and will be composed primarily of people who are directly affected by DOE site clean-up activities.
e. Members shall be appointed to bring views associated with residence or employment in various affected communities within the clean-up area and/or views associated with community, governmental (including Tribal Nations), environmental or public health groups, civic groups, labor organizations, local educational institutions, and/or businesses and other organizations within the affected areas. The Assistant Secretary or DOE Field Managers may request that other Federal, State, or Tribal organizations 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.
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. Approximate number of members: 200
h. 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 while attending Board meetings.

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 full local board with

respect to particular matters which are related to the responsibilities of the full local board. Such subcommittees or workgroups may not work independently and must report their recommendations and advice to the full local board for deliberation and discussion. Subcommittees have no authority to make decisions on behalf of the local board, 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 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 11, 2016

LaTanya R. Butler
Acting Committee Management Officer