

U.S. ARMY
RESTORATION ADVISORY BOARD
and
TECHNICAL ASSISTANCE FOR PUBLIC PARTICIPATION
GUIDANCE

Prepared by
U.S. Army Environmental Center

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TABLE OF CONTENTS

[1.0](#) INTRODUCTION

[2.0](#) PURPOSE

[3.0](#) APPLICABILITY

[4.0](#) RESTORATION ADVISORY BOARD (RAB) ROLES AND RESPONSIBILITIES

[4.1](#) Headquarters, Department of the Army

[4.2](#) Army DERP Program Managers

[4.3](#) Garrison Commander

[4.4](#) RAB Member

[5.0](#) DETERMINING COMMUNITY INTEREST

[5.1](#) Criteria for Determining Sufficient Community Interest

[5.2](#) Identify Initial Community Interest

[5.3](#) Document Efforts

[5.4](#) Re-Evaluate Community Interest on an On-going Basis

[5.5](#) Technical Review Committees (TRCs)

[6.0](#) ESTABLISHING A RAB

[6.1](#) Selection of Co-Chairs

[6.1.1](#) Installation Co-Chair

[6.1.2](#) Community Co-Chair

[6.2](#) Selection of Members

[6.2.1](#) Army Installation Members

[6.2.2](#) Regulatory Agency Members

[6.2.3](#) Community Members

[6.3](#) Changes in Membership

[7.0](#) OPERATING PROCEDURES

[7.1](#) Mission Statement

[7.2](#) Documenting Operating Procedures

[7.3](#) Member Attendance

[8.0](#) ADJOURNING OR DISSOLVING RABs

[8.1](#) RAB Adjournment

[8.2](#) Agreement to Adjournment by RAB Members

[8.3](#) Adjournment Reporting

[8.4](#) RAB Dissolution

[8.5](#) Continued Community Participation after Adjournment or Dissolution

[8.6](#) Re-establishing an Adjourned or Dissolved RAB

[8.7](#) Discontinue Solicitation for Community Interest

[9.0](#) ADMINISTRATIVE SUPPORT

[10.0](#) TECHNICAL SUPPORT

[10.1](#) Major Commands (MACOM), US Army Environmental Center (USAEC), and US Army Corps of Engineers (USACE)

[10.2](#) Preventive Medicine Activity/U.S. Army Center for Health Promotion and Preventive Medicine (USACHPPM)

[10.3](#) Technical Assistance for Public Participation (TAPP)

[10.3.1](#) Eligible Applicants

[10.3.2](#) Eligible TAPP Projects

[10.3.3](#) Ineligible TAPP Projects

[10.3.4 TAPP Process](#)

[10.3.5 Appeals](#)

[10.3.6 TAPP Funding](#)

[10.3.7 Reporting on TAPP](#)

[11.0 FUNDING](#)

[11.1 Administrative Support](#)

[11.2 Technical Support](#)

[11.2.1 Technical Support by Army Employees](#)

[11.3 Public Participation](#)

[12.0 REPORTING](#)

[12.1 Mechanisms to Monitor RAB/TAPP Costs](#)

[12.1.1 RAB/TAPP Cost Worksheets](#)

[12.1.2 IRP and MMRP Obligation Plans/BRAC Work Plans](#)

[12.1.3 Defense Finance Accounting System \(DFAS\)](#)

[13.0 AVAILABLE GUIDANCE](#)

[13.1 Federal Regulations](#)

13.2 Department of Defense Regulations and Guidance

13.3 Department of the Army

[ACRONYMS](#)

[FIGURE 1.](#) Environmental Chain of Command for Restoration Advisory Board Appeals

ATTACHMENTS

[Attachment 1](#) Sample Public Notice

[Attachment 2](#) Sample Community Interest Form

[Attachment 3](#) Sample Letter of Invitation

[Attachment 4](#) Sample Fact Sheet

[Attachment 5](#) Format for RAB Adjournment Report
[Attachment 6](#) Sample RAB Adjournment Report
[Attachment 7](#) Technical Assistance for Public Participation (TAPP) Application Form, DD Form 2749
[Attachment 8](#) RAB/TAPP Cost Worksheet for RAB Administrative and TAPP Funding

U.S. ARMY RESTORATION ADVISORY BOARD AND TECHNICAL ASSISTANCE FOR PUBLIC PARTICIPATION GUIDANCE

1.0 INTRODUCTION

A Restoration Advisory Board (RAB) is a forum comprised of representatives of the Department of Defense (DoD), the U.S. Environmental Protection Agency (USEPA), state and local governments, tribal governments, and the affected community. RAB members provide their advice to the Garrison Commander concerning environmental restoration at military installations. The RAB should reflect the diverse makeup of the community, give all stakeholders the opportunity to participate in the restoration process, monitor restoration progress, and provide the opportunity to make community views known to the decision-makers.

Technical Assistance for Public Participation (TAPP) is a DoD program aimed at providing community members of RABs and Technical Review Committees (TRCs) with access to independent technical consultants using government-supported acquisitions. The TAPP program is designed to help community members understand scientific and engineering issues pertinent to the installation's environmental restoration activities.

2.0 PURPOSE

This document updates the April 1998 Army RAB guidance and includes protocols for establishing a RAB, as well as, procedures for determining community interest, funding, reporting, and RAB adjournment or dissolution.

This document also describes the TAPP program, its purpose, how community members apply, approval and contracting procedures, and reporting requirements.

3.0 APPLICABILITY

This guidance applies to active, excess, Army Reserve, National Guard Bureau (NGB), and BRAC installations conducting environmental restoration activities under the Army Defense Environmental Restoration Program (DERP). Environmental restoration activities include both Installation Restoration Program (IRP) and Military Munitions Response Program (MMRP) category responses. Because the RAB/TAPP programs only pertain to the DERP, installations should use the services of its public affairs office to facilitate public involvement where appropriate under the Compliance -related Cleanup Program.

4.0 RESTORATION ADVISORY BOARD (RAB) ROLES AND RESPONSIBILITIES

4.1 Headquarters, Department of the Army (HQDA)

The Deputy Assistant Secretary of the Army (Environment, Safety and Occupational Health (DASA(ESOH))) is the Army senior environmental official and has oversight and policy responsibilities for the ARMY DERP. The DASA(ESOH) oversees the execution of the RAB/TAPP program and is the final authority for making decisions on appeals from RAB members passed through the chain-of-command.

The Assistant Chief of Staff for Installation Management (ACSIM) has overall responsibility for the Army's DERP, with policy and guidance provided by the Office of the Director of Environmental Programs (ODEP).

For active and non-BRAC excess installations, the U.S. Army Environmental Center (USAEC), in coordination with the installations, manages the Army's DERP. The ACSIM Base Realignment and Closure Division (BRACD) manages all other cleanup for non-BRAC excess installations.

The BRACD manages the DERP for closing BRAC installations. It also manages and executes demolition of explosives contaminated buildings, compliance-related cleanup, and other environmental projects for BRAC installations.

The U.S. Army Corps of Engineers (USACE) manages and executes the DERP at formerly used defense sites (FUDS).

The National Guard Bureau (NGB), Army Directorate, (ARNG) per memorandum entitled "Memorandum of Understanding between US Army Environmental Center and National Guard Bureau" dated 12 May 2004, has designated the USAEC with the execution mission of ARNG DERP. While ARNG remains the designated lead agency for the DERP at federal Army National Guard facilities, program execution and management is the responsibility of USAEC.

4.2 Army DERP Program Managers

The USAEC, a Field Operating Agency of the ACSIM, is the Army's program manager for the Army DERP active and non-BRAC excess installations. USAEC reviews installation RAB information for consistency with DoD policy and proposed RAB funding requirements for eligibility for reimbursement and consistency with approved Obligation Plans.. The USAEC reports installation-level RAB/TAPP data to other HQDA staff elements and to the Deputy Under Secretary of Defense for Installations and Environment (DUSD(I&E)).

Through the environmental restoration managers within its Cleanup Division, USAEC ensures that an installation determines community interest; documents .lack of such

interest; programs funds for establishing and conducting a RAB or TAPP project; and submits reports on RAB activities and TAPP, as appropriate. The installation chain of command is the first line of appeal for any differences surfaced by community RAB members and the installation.

The BRACD is the Army's program manager for the DERP at closing/closed installations. The BRACD ensures that an installation determines community interest; documents lack of such interest; programs and distributes funds for establishing and conducting a RAB or TAPP project; and reports on RAB activities and TAPP, as appropriate. The BRACD will identify a point of contact to assist in the resolution of any differences between the RAB members and the installation. The BRACD is the first line of appeal for any differences surfaced by community RAB members and the installation.

The USACE executes and manages restoration programs at formerly used defense sites. This guidance does not apply to FUDS. USACE published EP 1110-3-8 to provide guidance for administration of FUDS RABs.

4.3 Installation Management Agency, Major Commands, and National Guard Bureau

The USAEC, in coordination with each MACOM manages the cleanup program at special installations with DERP sites. The USAEC and each MACOM ensures that a special installation determines community interest; documents lack of such interest; programs and distributes funds for establishing and conducting a RAB or TAPP project; and reports on RAB activities and TAPP, as appropriate. The MACOM will identify a point of contact to assist in the resolution of any differences between the RAB members and the installation. The MACOM is the first line of appeal for any differences surfaced by community RAB members and the installation.

The USAEC, in coordination with ARNG, manages the cleanup program at ARNG DERP sites. The USAEC and ARNG ensure that an installation determines community interest; documents lack of such interest; programs and distributes funds for establishing and conducting a RAB or TAPP project; and reports on RAB activities and TAPP, as appropriate. The ARNG will identify a point of contact to assist in the resolution of any differences between the RAB members and the installation. The ARNG is the first line of appeal for any differences surfaced by community RAB members and the installation.

Though the RAB/TRC and TAPP programs are DERP activities, the IMA Regions, MACOM or ARNG may participate at the installation's request. Installations will keep their IMA Region, MACOM or the ARNG informed of any pertinent issues.

4.4 Garrison Commander

The Garrison Commander executes environmental restoration activities at his/her installation. Where there is no garrison commander, the installation commander executes garrison responsibilities. The Garrison Commander is responsible for encouraging and identifying sufficient and sustained community interest in a RAB. If the community expresses sufficient interest, the Garrison Commander is responsible for establishing a RAB. If the Garrison Commander determines insufficient community interest exists to establish a RAB, he/she is responsible for documenting the results of this initial assessment and for reassessing, every two years, community interest in establishing a RAB for as long as the installation has an active DERP . Documentation of these activities will be included in the Administrative Record.

Installations with RABs are directed to:

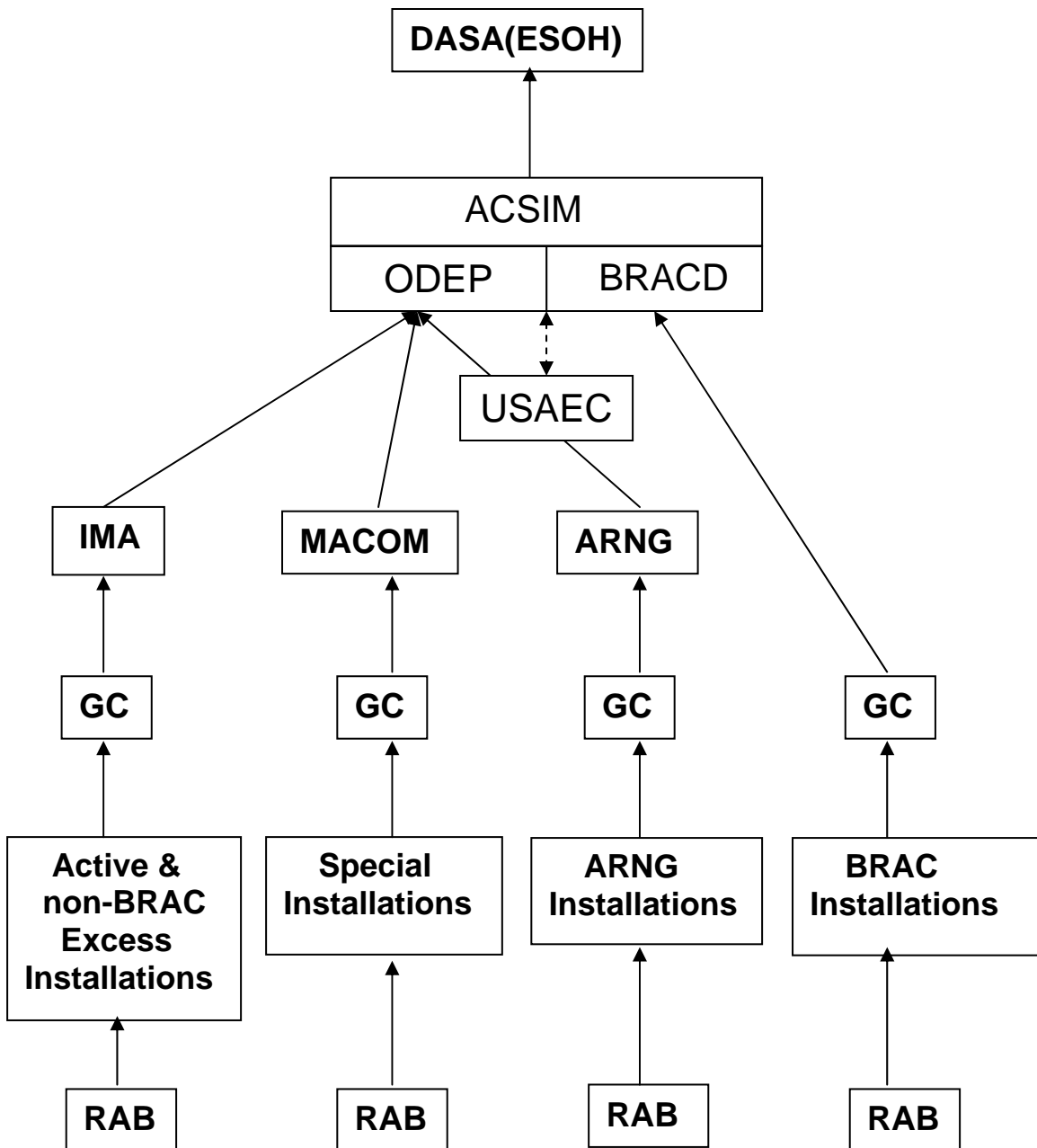
- Inform RAB members regarding the relative risk site evaluation and/or the munitions response site prioritization protocol processes, the Army budgeting process, and how these processes affect the sequencing of restoration actions;
- Encourage RABs to participate in the initial development and/or reassessment of relative risk site evaluations and/or the munitions response site prioritization protocol evaluations;
- Develop budget requests within Army guidelines while considering individual RAB member's advice regarding sequencing;
- Advise the RAB of funds provided, restoration projects funded, and what work is remaining; and
- Provide the RAB with information on cleanup alternatives, including implications of land use choices and corresponding restoration levels and remedies.

The Garrison Commander must instruct the other RAB members with respect to the Army chain-of-command and the use of the chain-of-command to resolve any disagreements or other problems ([Figure 1](#)).

The Garrison Commander approves any applications for TAPP brought forth by community members of the RAB/TRC.

Figure 1

ENVIRONMENTAL CHAIN-OF-COMMAND FOR RESTORATION ADVISORY BOARD APPEALS



4.4 RAB Member

The RAB serves as a forum for the discussion and exchange of restoration program information between agencies and the community. The RAB also provides an opportunity for RAB members to review progress and participate in a dialogue with the installation's decision makers. To meet this objective, RAB members will:

- Provide their advice to the installation, USEPA, state regulatory agencies, and other government agencies on environmental restoration activities and community involvement;
- Address important issues related to environmental restoration, such as scope of studies, cleanup levels, and remedial action alternatives;
- Review documents associated with environmental restoration activities, such as plans and technical reports;
- Provide advice on priorities among sites or projects;
- Assist in identifying environmental restoration projects to be accomplished in the next fiscal year and beyond.
- Attend regular meetings that are open to the public and scheduled at times and locations that are convenient to community members;
- Document decisions at meetings and make the information available to the general public; and
- Interact with the Local Redevelopment Authority (LRA) or other land use planning bodies to discuss future land use issues relevant to environmental restoration decision-making.

RAB members should attempt to resolve any conflicts at the installation level. If the conflict cannot be resolved at the installation-level, community members of RABs have the ability to raise issues, concerns and conflicts through the Army chain-of-command ([Figure 1.](#)), when necessary.

5.0 DETERMINING COMMUNITY INTEREST

The Army strongly encourages local community involvement as early as possible during environmental investigations and restoration actions at all Army sites. Involving the public is essential for receiving stakeholder input and maintaining community understanding and support for Army environmental restoration actions. Each Army installation with an active IRP or MMRP must determine community interest in establishing and participating in a RAB.

In the case of BRAC and excess installations, DoD requires that those sites that involve transfer of property to the community establish a RAB. Additionally, installations on the National Priorities List (NPL) must determine community interest in establishing a RAB. If there is sufficient community interest, the installation must establish a RAB.

5.1 Criteria for Determining Sufficient Community Interest

In addition to the threshold requirement of having an active IRP/MMRP, the criteria for determining sufficient community interest in a RAB may also include one or more of the following:

- Federal, state, tribal, or local government agencies formally request that a RAB be formed,
- At least 50 local residents sign a petition requesting that the installation form a RAB,
- The Garrison Commander determines that a RAB is needed; or
- Installation closure involves transfer of property to the community.

In special circumstances, it may be advantageous to establish joint RABs for more than one installation, such as the joint bases designated by the BRAC 2005 Commission. The decision to establish a joint RAB must be made in consultation with RAB members. However, the Army will recognize only one RAB per installation. If a RAB already exists for an installation and it identifies MMRP sites, the installation may expand the RAB to consider issues related to the MMRP sites. If the current RAB or DoD installation decides that it is necessary to involve new stakeholders, the installation should notify the potential stakeholders of its intent to expand the RAB and solicit new members who have an interest in issues related to the MMRP.

5.2 Identify Initial Community Interest

The installation should use community involvement techniques to educate the community on RABs and solicit feedback on community interest. These techniques could include coordinated surveys (telephone, focus groups, in person, or mail), advertisements, interviews, or public information meetings.

5.3 Document Efforts

If an installation solicits for community interest and finds that there is not enough support to establish a RAB, the installation must document its efforts to determine community interest and attach documentation to the active installation's Installation Action Plan (IAP), or for BRAC installations, the installation's BRAC IAP. The Garrison Commander (or equivalent for other programs) must sign documentation that should include the result of the efforts, the conclusion that there was no community interest, and the follow-up procedures to monitor the level of future community interest for a RAB. Efforts to determine community interest and the results of those efforts must be retained in the installation's IAP, BIAP, Administrative Record for the restoration program, and the permanent cleanup document repository.

5.4 Re-Evaluate Community Interest on an On-going Basis

If no community interest exists to establish a RAB, the installation must develop routine follow-up procedures to monitor any changes in community interest at least once every two years for as long as the installation has an active DERP.

5.5 Discontinue Solicitations for Community Interest

Once all remedies are in place and successfully operating, the requirement for a RAB diminishes or ceases, as the purpose of the RAB is to seek stakeholder input into the remedy selection. In those instances where stakeholder interest in forming a RAB was continually sought, but a RAB was never formed, installations may discontinue solicitation for community interest in a RAB when all sites have reached remedy-in-place status and the remedy is operating properly and successfully. The installation will document the measures taken in a final report with the reason for discontinuing solicitation. The documentation will become part of the Administrative Record. Any change in the remedy status of any site that results from environmental restoration activities would require the installation to seek community interest in forming a RAB again.

5.6 Technical Review Committees (TRCs)

If an installation with an existing TRC determines that there is sufficient community interest in establishing a RAB, the installation should proceed to convert the TRC to a RAB rather than creating a separate committee. A RAB complies with the 10 U.S. Code (USC) 2705(c) requirement for a TRC. Modifications to TRCs for conversion to RABs should include:

- Adding more representatives from the community who are nominated and selected in coordination with regulators and affected community members;
- Adding a Community Co-Chair selected by representatives of the community;
- Making meetings open to the public; and
- Obtaining information and views from the public early in the decision making process.

6.0 ESTABLISHING A RAB

A RAB should include representatives from the Army, the USEPA, state environmental regulatory representatives, local Government representatives (e.g., city manager, mayor, environmental or health department officials, local redevelopment authority member), tribal governments, and members of the local community. This section describes a recommended process for selecting Army installation, regulatory agency, and community members of the RAB. This guidance complies with the intent and direction of DoD policy while providing flexibility for different circumstances that may exist at individual installations.

Ideally, the RAB should be no larger than 20 individuals, but no smaller than is necessary to adequately reflect the diverse community interests regarding installation restoration and closure. A RAB should focus on environmental restoration only and is not to be a forum for other community concerns. The RAB should refer non-restoration issues, such as land re-use or operating permits, to the appropriate installation officials. The installation should assist the interested individuals in finding the proper venue to support a broader scope of issues.

6.1 Selection of Co-Chairs

An Army representative and a member of the local community will jointly chair the RAB. The Installation and Community Co-Chair shall share leadership responsibilities. The RAB ground rules and operating procedures define the responsibilities of each Co-Chair.

6.1.1 *Installation Co-Chair*

The Garrison Commander appoints the Installation Co-Chair. The Installation Commander may serve as the Co-Chair if he/she so desires. If the Co-Chair is other than the Garrison Commander, he/she will be of sufficient experience and rank or grade to implement the RAB responsibilities appropriately and have a direct reporting relationship to the Garrison Commander.

6.1.2 *Community Co-Chair*

The community members of the RAB shall select the Community Co-Chair. The manner of selection is left to the members' discretion. However, the community may only select a Co-Chair who would derive no financial or political benefits from RAB decisions.

6.2 Selection of Members

The Installation Co-Chair should ensure that the selection process is a cooperative effort with the regulators and affected community. Regardless of which process an installation chooses to use, it should be conducted in a fair and open manner.

6.2.1 *Army Installation Members*

In addition to the Installation Co-Chair, the Garrison Commander may select an installation representative to serve on the RAB. The installation representative could be the BRAC Environmental Coordinator (BEC), environmental coordinator, public affairs officer, base transition coordinator, legal counsel, etc. If not selected to be the installation's representative, the commander may still require these individuals to attend the RAB meetings and provide support.

6.2.2 *Regulatory Agency Members*

The Garrison Commander or Installation Co-Chair should contact the USEPA, tribal, state and local government and/or regulatory agencies to request appointment of respective members to the RAB. To preserve continuity at installations modifying TRCs into RABs, regulatory representatives on the TRC should also serve as the RAB representatives. At BRAC installations where DoD provides no support resources, USEPA involvement in a RAB will be at the discretion of the appropriate USEPA Regional Administrator.

6.2.3 Community Members

There is a six-step process for selecting community members:

STEP ONE: The Garrison Commander (in consultation with the USEPA, state, tribal, and local officials) identifies the diverse community interests. Community interests may include, but are not limited to, local residents, the business community, homeowners associations, local environmental groups, environmental justice groups (low income and minority groups), local officials, health officials, senior citizens associations, civic groups, installation workers, and installation residents. For BRAC installations, membership should include a representative(s) of the LRA, if one exists.

STEP TWO: The Garrison Commander (in consultation with the USEPA, state, tribal, and local officials) organizes a selection panel of community members from the diverse interest groups identified in STEP ONE to nominate RAB members who reflect a cross-section of the diverse interest groups.

OPTIONS FOR FORMING THE SELECTION PANEL. Community members should make up the selection panel and reflect the diverse interests identified in STEP ONE. Useful options for forming the selection panel include the following:

- The Garrison Commander (in consultation with USEPA, state, tribal, and local officials):
 - organizes a selection panel of community members to nominate RAB members; or
 - has a neutral facilitator establish the selection panel; or
 - has community representatives choose the members of the selection panel; or
 - places paid public notices in the local newspaper asking for volunteers to serve on the selection panel; or
 - asks existing community members of the TRC to act as the selection panel; or
- The Garrison Commander, USEPA, state, tribal, and local representatives each nominate community members to serve on the selection panel.

STEP THREE: The selection panel identifies the diverse community interest groups that require representation on the RAB. The panel then develops a solicitation process and establishes criteria for selection of RAB members.

RECOMMENDED SOLICITATION PROCESS: The following process describes how to solicit for members from both the targeted interest groups and any other interested community members:

- Announce participation opportunities through news releases and paid public notices (the use of a display ad is strongly recommended) (see the sample in [Attachment 1](#));
- Develop a community interest form to determine community concerns and participation interest (see [Attachment 2](#));
- Establish a time period for receipt of the community interest forms;
- Mail letters of invitation (see [Attachment 3](#)), fact sheets (see [Attachment 4](#)) and community interest forms to those on the installation's existing mailing list as well as to the groups identified by the selection panel;
- Place fact sheets and community interest forms in information repositories (public affairs office, local/school library, town center, office of public record, web sites); or
- Hold an initial meeting about RABs to discuss purpose, member solicitation process, membership responsibilities, and provide fact sheets and community interest forms.

After the designated solicitation period ends, the selection panel convenes to develop a list of suggested RAB members that reflects the diverse interests of the community. The panel uses community interest forms to develop this list. The selection panel submits the list of suggested RAB members to the Garrison Commander for approval.

STEP FOUR: The Garrison Commander (in consultation with USEPA, state, tribal, and local officials) will review and accept the list unless he/she determines that it is not representative of the diverse community interests. If the list is not an accurate representation, the Garrison Commander will specify the weaknesses for correction and instruct the selection panel to develop a new list for review/approval. Once the list is approved, the selection panel will disband.

STEP FIVE: The installation should do the following to announce the RAB members:

Send letters to the selected RAB members to notify them of their selection, the names of all the RAB members, the date of the first RAB meeting, and the agenda/topics for the meeting.

Send letters to those who submitted community interest forms, announcing the names of the RAB members, thanking them for their interest, encouraging them to attend future RAB meetings; and

Send news releases to the local newspapers, television and radio stations, if appropriate, and place paid public notices (use of display ad encouraged) in the local newspapers announcing the names of the RAB members, date of the first RAB meeting, and the agenda/topics for the meeting.

STEP SIX: Although training is not required for RAB members, the installation should provide RAB members with an initial orientation to enable them to fulfill their responsibilities. Training activities must be within the scope of administrative support for RABs to be eligible for funding.

6.3 Changes in Membership

The RAB can change membership (additions and deletions) at any time the RAB deems necessary. Operating procedures should contain instructions for changing RAB membership and for considering resignations. Once the RAB members have been selected, the Installation Co-Chair should keep the remaining community interest forms on file for future reference. If RAB members resign in the future, the original community interest forms provide a potential source for new members. Resigning members can nominate new members as their replacement. The new members must, however, continue to reflect the diversity of community interests, including those of minority and low-income groups.

7.0 OPERATING PROCEDURES

When a RAB is established, RAB members must develop appropriate ground rules and operating procedures to ensure that the RAB maintains its focus on environmental restoration issues. The RAB should not become a sounding board for non-restoration environmental issues or other community concerns. Further, the rules should reflect that while RABs are advisory in nature, they are not advisory committees as that term is used in the Federal Advisory Committee Act (FACA), 5 US Code (USC) Appendix 2.

7.1 Mission Statement

The Installation Co-Chair, in conjunction with the Community Co-Chair and RAB members, shall determine the RAB mission statement. Each RAB should develop a mission statement that describes the overall purpose and goals and a set of operating procedures that govern meetings, membership terms, methods for dispute resolution, and participation of the public in meetings.

7.2 Documenting Operating Procedures

Each RAB shall develop and formally document its operating procedures. These procedures shall include, at a minimum:

- Clearly defined goals and objectives for the RAB as determined by the Installation Co-Chair in consultation with the RAB members;
- Announcing meetings;
- Attendance requirements of members at meetings;
- Development and approval procedures for the minutes of RAB meetings;
- Meeting frequency and location;
- Rules of Order;

- Frequency and procedures for conducting training;
- Procedures for selecting or replacing co-chairs and selecting, replacing, or adding RAB members;
- Specifics on the size of the RAB, periods of membership, and co-chair length of service;
- Methods for resolving disputes;
- Process for reviewing and responding to public comments on issues being addressed by the RAB;
- Procedures for public participation in RAB activities;
- Procedures for public notification about RAB proceedings; and
- Procedures for adjournment.

In developing these operating procedures, the RAB must consider and incorporate the following:

- The RAB shall be comprised of representatives of the installation, members of the local community, and representatives from USEPA, state regulatory agencies, tribal, or local governments, as appropriate. The Garrison Commander shall ensure that members reflect the diverse interests within the community.
- An installation representative and a local community member shall chair the RAB jointly. The community members serving on the RAB will select the Community Co-Chair.
- A RAB is not subject to the requirements of the FACA (see note in 7.0 above); however, all RAB meetings, correspondence, discussions and proceedings shall be conducted in public, and no member of the public will be denied access (unless there is cause for concern for the safety of those involved with the RAB meetings). Documents related to RAB proceedings or communications will be included in the Administrative Record as well as the permanent cleanup document repository.
- A RAB may only address issues associated with environmental restoration activities. The installation should assist environmental groups or advisory boards that wish to address issues other than environmental restoration activities in finding the proper venue to support those interests.
- Subject to availability, funds requested for environmental restoration activities that were appropriated to the Army's Environmental Restoration (ER,A) or Base Closure (BCA) accounts may be used to provide administrative support to RABs. Installations shall not use such funds to support the activities of environmental groups or advisory boards in addressing issues other than environmental restoration activities. The installation shall report the activities of the RAB and expenditures of such funds for administrative expenses through the chain-of-command to DUSD(I&E) on an annual basis. [Section 11.1](#) provides examples of eligible and ineligible RAB administrative expenses.
- Each installation is required to report regularly on the status and impact of the RAB to the installation's environmental restoration program. The RAB should consider means to assist the installation with this reporting requirement.

The RAB as a minimum will:

- Conduct regular meetings at least quarterly with all meetings open to the public. Actively encourage public attendance and participation by holding RAB meetings at convenient times and locations within the community. Announce the meetings in appropriate local media, including the broadcast media, well in advance. Keep minutes of the meetings and make them available to the public through information repositories.
- Develop, maintain, and use a mailing list of names and addresses of interested parties who wish to receive information on the restoration process. RABs must ensure that it provides information to addressees in a timely manner.
- Review, discuss, and evaluate a wide range of draft and final technical documents, status reports, and proposed and final plans related to the restoration. The RAB will conduct these reviews within the periods specified for review by appropriate regulatory agencies.
- Identify potential project requirements and provide input on priorities among sites or projects.

7.3 Member Attendance

To ensure ongoing, consistent involvement by community members, regular attendance at RAB meetings is necessary. The absence of a community member from three consecutive meetings may be considered cause for dismissal by vote of the majority of the RAB. If, after selection, any RAB member is unable to participate fully, the member should submit his/her resignation in writing to either RAB Co-Chair. Resigning members may nominate new members as their replacement. The new members must, however, continue to reflect the diversity of community interests, including those of minority and low-income groups.

8.0 ADJOURNING OR DISSOLVING RABs

This adjournment and dissolution guidance should be considered interim until final policy is developed through the administrative rulemaking process and published in the RAB Rule in accordance with 10 USC 2705.

8.1 RAB Adjournment

When the restoration program at an installation nears completion or community interest in participating in a RAB declines, an installation may consider adjourning its RAB. However, adjournment should not be an independent, unilateral decision on the part of the Army. The installation should make the decision to adjourn a RAB with agreement from the active RAB members and in consultation with the community as a whole.

Adjournment of a RAB may be appropriate under the following circumstances:

- The installation no longer has an environmental restoration program. The installation may adjourn a RAB if response actions for all sites on the installation are complete with regulator coordination or concurrence, as appropriate, and no further remedial decisions are required. Since RABs are only to address restoration issues at an installation, the RAB should adjourn at the conclusion of the restoration program.
- The installation has all remedies in place and the remedies are operating properly and successfully. If all remedies are in place and operating at an installation, the RAB should adjourn because all restoration decisions have been made. In those cases where the RAB wants to adjourn when remedies are in place, the installation, IMA, MACOM, or BRACD (for BRAC where the installation no longer exists) can make a decision to adjourn a RAB in accordance with the procedures of this section. However, there may be post-Record of Decision (ROD)/Decision Document (DD) restoration activities of interest¹ to the RAB. In those instances where issues arise that warrant public participation, the RAB may be re-established. See [Section 8.6](#) for information on re-establishing an adjourned RAB.
- There is no longer sufficient, sustained community interest in the RAB. If a RAB adjourns because there is no longer sufficient, sustained community interest, the installation must ensure that its overall community involvement program provides for continued stakeholder input and the installation must continue to monitor for changes in community interest to reestablish the RAB.
- The installation was transferred out of Army control and the Army is no longer required to make restoration response decisions. If restoration program activities continue after property transfer and the receiving landowner accepts responsibility for ongoing restoration activities, the new landowner must confer with the RAB members to determine continuance of the RAB. The installation must document this acceptance, the outcome of the RAB status decision, and any sustained community involvement activities in the Army's records.
- The RAB has achieved the desired end goal as defined in the RAB Operating Procedures. If the RAB has achieved the desired outcomes as defined by the operating procedures and the RAB members agree, the RAB may be adjourned.

8.2 Agreement to Adjournment by RAB Members

Adjournment of a RAB will not be an independent, unilateral decision on the part of the Army. If the RAB members decide they do not want to adjourn, the members may agree

¹ Examples of post-ROD/DD activities of potential interest to a RAB include, but are not limited to, Five-Year Reviews, remedy performance evaluations, monitoring to evaluate natural attenuation decisions, decisions to discontinue or decrease treatment systems, technical impracticability waivers, maintenance and enforcement of institutional controls, demonstrations that the remedy is operating properly and successfully, and site close out reports.

to decrease the frequency of RAB meetings rather than to adjourn. If the installation and the RAB members are in disagreement or if there is disagreement among the active RAB members in their decision to adjourn, the parties should try to resolve this issue at the installation-level. If the installation and RAB members cannot reach resolution, the RAB should raise the issue up to the next level of the Army environmental chain-of-command for resolution. (See [Figure 1](#)).

8.3 Adjournment Reporting

Once the Army makes a decision to adjourn, it must document the rationale and inform the RAB members and the community as a whole. Community notification may include publication of a notice in the newspaper of general distribution in the affected locale. The installation must ensure that information, such as the results of long term environmental monitoring, is available to the community in repositories or other outreach mechanisms. The installation will retain the RAB adjournment information in the Administrative Record and the permanent cleanup document repository for the restoration program.

The Army requires that an adjournment report be prepared when the installation decides to adjourn its RAB. At a minimum, the adjournment report must include:

- Reason the RAB is adjourning,
- Summary of the environmental restoration activities and status of the program at time of adjournment,
- Summary of RAB activities,
- Any continuing notification requirements to the RAB members,
- Any continuing community participation requirements,
- Statement that the RAB members agree to adjourn,
- Signatures of the Installation Co-Chair and the Community Co-Chair, and
- Approval by the Garrison Commander. Depending on the status of a closing installation, the ACSIM BRAC Division chief would sign for the Garrison Commander.

[Attachment 5](#) to this guidance contains the format for an Army RAB Adjournment Report. [Attachment 6](#) is an example of a RAB Adjournment Report.

Notification Requirements

Upon approval of the RAB Adjournment Report, the Garrison Commander must notify his/her DERP Program Manager and through the chain-of-command, the Deputy Assistant Secretary of the Army for Environment, Safety, and Occupational Health [DASA(ESOH)]. The USAEC requires one copy of each Adjournment Report.

8.4 RAB Dissolution

Although the Army expects its Garrison Commanders to make every reasonable effort to ensure that a RAB performs its role as efficiently as possible, circumstances may prevent

a RAB from operating efficiently or fulfilling its intended purpose. When this occurs, the Garrison Commander will make a concerted effort to resolve the issues that affect the RAB's effectiveness. If unsuccessful, the Garrison Commander may dissolve a RAB. Where a Garrison Commander elects to dissolve a RAB, he/she shall:

- Ensure that the comprehensive stakeholder involvement program is providing sufficient opportunities for the community to provide input on environmental restoration activities.
- Notify the DASA (ESOH) through the chain-of-command of the status of the RAB, the specifics of the irreconcilable issues, and the intent to dissolve the RAB.
- In consultation with USEPA, state, tribal, or local government representatives, as appropriate, notify the RAB Community Co-Chair and members in writing of the intent to dissolve the RAB and the reasons for doing so, and provide RAB members 30 days to respond in writing.
- Consider RAB member responses, and in consultation with USEPA, state, tribal, or local government representatives, as appropriate, determine the appropriate action. If the Garrison Commander makes a decision to proceed with dissolution, he/she must notify the public of the proposal to dissolve the RAB and provide a 30-day public comment period on the proposal.
- At the conclusion of the public comment period, review public comments, consult with USEPA, state, tribal, or local government representatives, as appropriate, and render a recommendation.
- Notify the public of the recommendation, and forward all documentation through the chain of command to the DASA (ESOH) for approval or disapproval.
- The DASA (ESOH) shall notify DUSD(I&E) of the decision to approve or disapprove the request to dissolve the RAB, and the rationale for that decision.
- The Garrison Commander shall notify the public of the approval or disapproval of the dissolution of a RAB through written notice to the RAB members and through publication of a notice in a local newspaper of general circulation.
- The Garrison Commander will ensure that the dissolution process is documented and placed in the Administrative Record and/or permanent cleanup document repository.

8.5 Continued Community Participation after Adjournment or Dissolution

The Army must present a plan to the RAB that indicates how it will conduct community participation after adjournment or dissolution, unless:

- The RAB is adjourned because there is no longer a restoration program at an installation (and therefore no longer restoration issues for the community to address), or;
- The Army transferred the installation out of its control and the Army is no longer required to make restoration response decisions.

Prior to making the decision to adjourn or dissolve, the installation should consider the RAB's input on ways to improve or ensure that communication with the public continues.

8.6 Re-establishing an Adjourned or Dissolved RAB

An installation may re-establish or re-activate its RAB at any time if the level of community interest in restoration issues is sufficient. The Garrison Commander should determine if the adjourned or dissolved RAB should be re-activated or if the installation should establish a new RAB in accordance with DoD and Army criteria. The installation should follow the procedures in [Section 6](#) to re-establish a RAB, including soliciting interest every 24 months. When the community shows interest in reestablishing a dissolved RAB, the installation will issue a public notice of the intent to reestablish the RAB and allow 30 days for public comment. However, there is no requirement to solicit interest when the Army dissolved a RAB for cause and the conditions causing dissolution have not been resolved. If the Garrison Commander determines that the same conditions exist that required the original dissolution, he or she will request, through the chain-of-command to the DASA(ESOH), an exception to solicit interest in reestablishing a previously dissolved RAB.

9.0 ADMINISTRATIVE SUPPORT

Activities directly related to the operation of the RAB shall qualify as administrative support provided by the Army. The Installation Co-Chair will ensure that administrative support is available to the RAB using either in-house personnel or contractual support. An installation's Public Affairs Office should be involved in supporting the RAB, especially in efforts to inform the community of RAB activities and working with local government officials. In addition, the USAEC's Public Affairs Office can provide support to installations on request. Requests for USAEC support should be submitted through the Army DERP Program Manager. Examples of administrative functions that require support include development of a RAB mission statement and operating procedures, organization and facilitation of RAB meetings, documentation and distribution of meeting minutes, establishment of a mailing list, and mailing relevant information.

10.0 TECHNICAL SUPPORT

To ensure that RAB members clearly understand the issues involved in environmental restoration activities, some level of technical support is available from the Army, if necessary. Examples of the types of technical support that could be provided include updates and status reports on ongoing restoration programs or efforts, explanation of technical and risk assessment data, explanation of the relative risk site evaluation procedures and results, planning and facilitating site visits, and preparation of briefing packages and handouts.

10.1 Major Command, US Army Environmental Center, ACSIM- BRAC Division, and US Army Corps of Engineers

Technical support is often available to the RAB from the MACOMs, the USAEC, ACSIM, BRAC Division, and the USACE. These organizations may provide in-house

and contractual support to explain technical data and related issues to the RAB. In many cases, the restoration contractor already performing work at the installation can provide technical support. Installations should determine the type and level of contractual support available from current contracts when providing technical support to the RAB.

10.2 Preventive Medicine Activity/U.S. Army Center for Health Promotion and Preventive Medicine (USACHPPM)

The Preventive Medicine Activity at an installation has a staff of physicians and environmental health specialists that may be available to support a RAB. The USACHPPM also has a staff of environmental health professionals (including scientists, geologists, engineers, and physicians) to assist a RAB.

The installation Preventive Medicine Activity and USACHPPM can provide support to the RABs in the following ways:

- Preventive Medicine personnel at an installation provide first line support to the RABs as directed by U.S. Army Regulation (AR) 200-1 and Department of the Army Pamphlet (DA Pam) 40-578. Local Preventive Medicine personnel can provide day-to-day contact with the RAB members and attend meetings on a routine basis. The local Preventive Medicine Activity can answer health-related questions and also collect public health and risk assessment/risk communications issues for the Army's Office of the Surgeon General (OTSG).
- At installations without Preventive Medicine Activities, environmental professionals at the USACHPPM subordinate commands (SUBCOMs) can provide support for the RABs by attending meetings and collecting health assessment issues. At installations with Preventive Medicine Activities, the USACHPPM SUBCOMs can also provide consultative support to the Preventive Medicine Activity as well as to the RAB.
- USACHPPM's Environmental Health Risk Assessment Program can provide support to the RABs by providing assistance on technical issues regarding human health and environmental risk. The Health Risk Communication Program can provide risk communication support to the RABs through their consultation and training services that include advisory, technical, and logistical support of public meetings, public exhibits, and open dialogue sessions.

10.3 Technical Assistance for Public Participation (TAPP)

The Technical Assistance for Public Participation (TAPP) program provides community members of RABs and TRCs access to independent technical support using simplified acquisitions procedures in the Federal Acquisition Regulations (FAR). Community members of the RAB or TRC may apply to the Garrison Commander for independent assistance in interpreting scientific and engineering issues with regard to the nature of environmental hazards and restoration activities at the installation.

The principal criteria for obtaining TAPP are that the technical assistance is likely to contribute to:

- The efficiency, effectiveness, or timeliness of environmental restoration activities at the installation, or
- Community acceptance of environmental restoration activities at the installation.

Current policy limits TAPP expenditures for each installation with a RAB/TRC to an annual maximum of \$25,000 or 1 percent of the cost to complete restoration activities, whichever is less, and a lifetime maximum of \$100,000 per installation.

10.3.1 Eligible Applicants

To receive independent technical assistance from the Army under the TAPP program, RABs and TRCs must propose a project and apply to the Garrison Commander. Only community members (not government members) of recognized RABs/TRCs are eligible to apply for independent technical assistance from the Army using the TAPP authority. In addition, there must be a minimum of three community members on the RAB/TRC to apply for TAPP. Any request for TAPP must represent the wishes of the simple majority of the community members and the RAB/TRC must certify this to be true on the TAPP application.

10.3.2 Eligible TAPP Projects

The following types of technical assistance projects are eligible for funding by the Army under the TAPP program:

- Interpreting technical documents - review and interpret plans and technical documents such as site studies, engineering and decision documents, risk assessments, and health assessments.
- Assessing technologies - explain the function and implications of those technologies selected to investigate or clean up sites at the installation (e.g., understand how vapor extraction works and under what conditions the technology is appropriate).
- Participating in Relative Risk Site Evaluations and/or Munitions Response Site Prioritization Protocol Evaluations - contribute to DoD's relative risk site evaluation and/or MR Prioritization Protocol processes for specific sites.
- Understanding health implications - interpret the health implications of site contaminants and exposure scenarios or explain potential health implications for cleanup levels and remedial technologies.
- Certain types of training - technical trainers on specific restoration issues may be appropriate in circumstances where RAB members need education or supplemental information on restoration projects. The RAB may use TAPP to obtain training to assist the community in understanding remediation processes,

health effects, or alternative technologies. (Note: In most cases, Federal or state agency personnel can provide training.)

10.3.3 Ineligible TAPP Projects

The following types of technical assistance projects are not eligible for funding by the Army under the TAPP program:

- Activities associated with non-restoration issues, such as compliance (including compliance-related cleanup), are not eligible for TAPP because compliance activities are not in the purview of the RAB/TRC.
- Litigation or underwriting legal actions, such as paying attorney fees.
- Political activity and lobbying as defined by Office of Management and Budget (OMB) Circular A-122, "Cost principles for Non-Profit Organizations."
- Other activities inconsistent with the cost principles stated in OMB Circular A-122.
- Generation of new primary data, such as well drilling and split sampling. The Army has the responsibility to coordinate with the regulatory agencies to develop investigation strategies that ensure adequate characterization of potential hazards. If a RAB identifies a circumstance where additional data collection may be necessary, it should communicate those concerns to the installation or to the appropriate regulatory agency.
- Disputing remedy selection or any other aspects of the restoration program, or reopening final Army decisions.
- Epidemiological or health studies, such as blood or urine testing.
- Community outreach, including reproducing reports, conducting site tours, and obtaining meeting rooms.

10.3.4 TAPP Process

STEP ONE Identification of Need

When RAB/TRC community members initially determine a desire for independent technical assistance, they must demonstrate that the technical expertise necessary for the proposed project is not available through the Federal, state, tribal, or local agencies responsible for overseeing environmental restoration at the installation. RAB/TRC community members must first consider the following sources of assistance:

- Contractors already working at the installation,
- Federal, tribal, and state environmental personnel responsible for the appropriate Environmental Restoration Program at the installation, or
- Volunteer sources from within the community (e.g., local universities or local or state health and environmental organizations).

After determining that other sources of assistance are unavailable or unlikely to contribute to the community acceptance of environmental restoration activities at the

installation, the RAB/TRC must notify the installation of its intent to pursue TAPP. The community members of the RAB/TRC then define the scope of the independent technical assistance, determining that it meets a genuine need of the RAB/TRC, meets the eligibility criteria, and is limited in scope to the available resources.

STEP TWO Application

Once the scope of the proposed TAPP project has been defined, the RAB/TRC community members must prepare and submit a formal application (DD Form 2749) specifying the type of assistance required and, if possible, one or more sources for this assistance. The project description should contain sufficient detail to enable the Army to determine the nature and eligibility of the project, identify potential providers, estimate costs, and prepare required documentation (e.g., Scope of Work (SOW)) to begin the procurement process. The community members must identify a single point of contact for communication with the installation regarding the TAPP procurement process and certify that the project is the result of a majority decision by the community members of the RAB.

The Installation Co-Chair reviews the application to ensure that it is complete, describes an eligible project, and will likely be within budget. The Installation Co-Chair, in coordination with the RAB/TRC, prepares a draft SOW. The Installation Co-Chair forwards the TAPP application, with the draft SOW, to the Garrison Commander for approval. See [Attachment 7](#) for a copy of the DD Form 2749.

STEP THREE Approval

The Garrison Commander or other appropriate decision authority will consider the TAPP request and approve or deny the TAPP application. As part of the approval process, the Garrison Commander determines that the proposed project conforms to eligibility requirements, the community has sought other avenues of assistance prior to applying for TAPP, and funding is available. When other avenues for assistance exist, but the community members desire an independent provider, the Garrison Commander must assess whether providing assistance will enhance the environmental restoration program and improve community support. The Army will deny TAPP applications that fail to meet the requirements relating to relevance to the restoration activities at the installation. The installation will maintain copies of the TAPP project approval or denial documents as part of the Administrative Record and/or permanent cleanup document repository.

If approved, the Garrison Commander forwards the request to the servicing contracting office for procurement. If denied, the Garrison Commander must inform the RAB/TRC in writing, the reason for the denial and recommend alternatives for achieving the desired assistance. The RAB/TRC may then decide whether to reapply or appeal the decision.

STEP FOUR Procurement

The Garrison Commander forwards the approved TAPP request to the installation procurement office/support agency contracting office. The installation procurement office/supporting agency contracting office will award the contract to the selected assistance provider and manage the contract. The Installation Co-Chair will serve as a liaison between the RAB community members and the installation procurement office.

Finding a Potential Assistance Provider

The RAB/TRC community members may nominate potential assistance providers for the proposed TAPP project on the TAPP application, or the installation procurement office may locate potential providers. The RAB/TRC may recommend additional qualifications for the provider to demonstrate.

Potential assistance providers must have:

- Knowledge of hazardous substances issues and/or laws;
- Academic training in a relevant discipline; and
- Ability to review, understand, and put technical information into terms understandable to lay persons.

Potential assistance providers should have:

- Experience working on hazardous substance problems;
- Experience in making technical presentations;
- Demonstrated writing skills; and
- Previous experience working with community groups.

If the contracting office selects a provider different from one nominated by the RAB/TRC, the Army must consult with the RAB/TRC to determine whether they wish to proceed with the procurement. The installation will maintain results of the consultation as part of the Administrative Record and/or permanent cleanup document repository.

Acquisition Procedures

Expenditure limits in TAPP funding may restrict the acquisition methods used by the installation procurement office/support agency contracting office. One option is to process the approved TAPP request as a purchase order using Simplified Acquisition Procedures. Benefits of using Simplified Acquisition Procedures are that solicitations can be shorter, contracting methods are more direct, payment methods are quicker, and documentation generally less burdensome. However, the RAB/TRC should be aware that any contracting mechanism must comply with the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulations (DFARS). The Contracting Officer should be prepared to work with the RAB/TRC, through the Installation Co-Chair, to ensure that the SOW and vendor meet the needs of the TAPP project.

Independent Government Cost Estimates

The Contracting Officer's Representative (COR) develops the Independent Government Cost Estimate based on the SOW. The installation procurement office must be aware of the source and TAPP projects funding limits. The installation should notify the RAB/TRC if the government cost estimate exceeds the planned budget. Unless a waiver to the current policy limits on TAPP expenditures (see [Section 10.3.6](#)) is warranted, the procurement as proposed would not proceed. The COR, working with RAB/TRC community members, may wish to modify the SOW so that the scope more closely matches the available resources, and the RAB/TRC can then resubmit the request.

Contracting Officer's Representative

The COR directs the technical aspects of the contract and assesses the performance of the contractor at the conclusion of the project. The Installation Co-Chair will perform, in most instances, the function of the COR. It is important to remember that, although the RAB/TRC initiated the project and has a great stake in its outcome, the contract is a government contract and the contractor must receive direction from the government Contracting Officer. The COR must ensure that the contractor understands this relationship. Likewise, it is important that the RAB/TRC understand their relationship to the contractor. New tasks or changes to the work schedule or scope must come through the COR to the Contracting Officer because the community cannot task the contractor directly. Communications between the community members of the RAB and the contractor could lead to problems if the community directs the assistance provider to conduct work not identified in the purchase order agreement. Therefore, either the contracting officer or the COR shall be present during any such discussions.

STEP FIVE Assistance Provided

When the contract is awarded, the selected independent contractor will work with the community members of the RAB/TRC through the COR to provide the requested assistance.

STEP SIX Reporting

Each RAB/TRC that receives TAPP must submit a report to the installation at project completion. This report must indicate the amount of TAPP funds obligated by fiscal year, a description of each TAPP project, a summary of services and products obtained, and an evaluation for each project concerning whether the TAPP assisted the community in participating in the restoration program. The installation will be responsible for initiating this report and forwarding it through the chain of command to the DUSD (I&E). This report must also be maintained as part of the permanent cleanup document repository.

10.3.5 Appeals

Disagreements may occur between the Army and the community at several points during the TAPP process. For instance, the Garrison Commander may deny an application for TAPP because the budget cannot accommodate the cost near the end of a fiscal year or

the RAB/TRC may dispute the findings of the Contracting Officer regarding the proposed provider. In the event that a dispute arises, the community members of the RAB/TRC may wish to appeal a decision by the Army. The following general operating principles apply when a RAB/TRC wishes to appeal a decision:

- Inherently government functions may not be appealed,
- Eliminating disagreements and roadblocks should be emphasized,
- Appeals should be resolved quickly,
- Appeals should be resolved at the lowest level possible, and
- Appeals should be resolved within the Army.

Typically, the appeals process begins with the Garrison Commander (2-week review); then to the Army DERP Program Manager (30-day review); and finally to the DASA(ESOH) (30-day review) ([Figure 1](#)). For all Army RABs, the DASA(ESOH) is the final authority for any appeal concerning TAPP.

Ground rules, as they relate to the appeals process, include:

- The majority of RAB/TRC community members must agree to the appeal.
- The RAB/TRC must appoint a single spokesperson.
- Written justification, submitted to the Garrison Commander, must accompany the appeal.
- If the Garrison Commander chooses not to support the appeal, he/she must endorse the appeal to the next higher level of the chain-of-command with rationale for denying the appeal.
- All appeals must follow the appeal process and cannot skip or circumvent command levels. At each command level, the Army must consider both the appeal and commanders' endorsement(s).

The Army designed these ground rules to speed the appeals process and to ensure that the project or decision being appealed has the support of the majority of RAB community members.

10.3.6 *TAPP Funding*

Funding for independent technical assistance for RAB/TRC community members under the TAPP program may be necessary on a case-by-case basis. There is no separate appropriation for TAPP. The Army will fund TAPP projects from the installation's allocation of ER,A or BCA funds for program management. TAPP is not a grant or direct funding to RABs/TRCs, nor is it a blank check to use at the RAB's/TRC's discretion.

As stated previously, current policy limits TAPP expenditures for each installation with a RAB/TRC to an annual maximum of \$25,000 or 1 percent of the cost to complete restoration activities, whichever is less, and a lifetime maximum of \$100,000 per installation.

Waivers.

The DASA(ESOH) may approve waivers to the \$100,000 total and \$25,000 annual funding limits. Requests for waivers are initiated by the RAB/TRC community members and forwarded by endorsement with recommendations by the Garrison Commander through the chain-of command to DASA(ESOH). The following considerations may affect the granting of a waiver:

- The size or complexity of the restoration project,
- The nature and extent of contamination,
- The level of restoration activity at the installation,
- The size and diversity of the affected community, and
- Funding received by the community from other Federal sources.

To obtain necessary funding, the installations must identify appropriate TAPP requirements to the DERP Program Manager. Each installation with a RAB must submit RAB/TAPP Cost Worksheets (Attachment 8) in the spring when the DERP Program Manager identifies program management requirements to obtain funding approval for the following fiscal year. For active, BRAC, and excess installations, TAPP funding requirements are identified on the Obligation Plans or the BRAC Work Plan. The DERP Program Managers will budget for TAPP support to RABs/TRCs from their allocation of DERP or BRAC environmental program management funds. *See Section 12.1 Mechanisms to Monitor RAB/TAPP Costs.*

Funding data is collected using RAB/TAPP Cost Worksheets, IRP and MMRP Obligation Plans, BRAC Work Plans, and the Defense Finance Accounting System (DFAS) RAB and TAPP Army Management Structure (AMS) codes.

10.3.7 Reporting on TAPP

- Each technical assistance provider shall submit a final report to the DoD installation for the TAPP project as specified by the specific purchase order agreement. The final report shall document TAPP project activities over the entire period of support and shall describe the achievements with respect to stated TAPP project purposes and objectives.
- Installations providing TAPP support to the RAB or TRC must report on the results of the TAPP project. The report must be based on the RAB/TRC report to the installation (see 10.3.5, step 6 above) and it must contain the following information:
 - Installation Name,
 - Name of the Assistance Provider,
 - Cost of the project,

- Duration of the project,
- Short description of the scope of the project,
- Short description of the results of the project,
- Any technical actions taken because project results conflict with previous Army views,
- RAB/TRC satisfaction with the project,
- Any problems/issues that came up during the TAPP process, and
- Resolution of those problems/issues.

The installation will submit the TAPP report through the chain of command to the DUSD(I&E) at semi-annual In-Process Reviews. The installation should share the results of a TAPP project with the community as a whole and retain the TAPP report in the Administrative Record and/or permanent cleanup document repository for the restoration program.

11.0 RAB FUNDING

11.1 Administrative Support

An installation may require funding to establish and operate a RAB. Costs incurred by an installation to operate a RAB are considered RAB administrative support and are funded as program management using the Environmental Restoration, Army (ER,A) Account or the Base Closure Account (BCA). Army DERP Program Managers will budget RAB support from their allocation of ER,A, or BCA environmental program management funds. The installation should review the definition of RAB administrative funding when identifying RAB funding requirements.

- Activities directly related to the operation and establishment of the RAB shall qualify as administrative expenses. Such expenses include member recruitment, meeting announcements, meeting logistics, development of mission statements and operating procedures, facilitators (including translators), preparation of meeting agendas, materials and minutes, document reproduction for RAB members, maintenance of a RAB mailing list and mailing relevant information, and orientation training. Also included are contractor expenses specifically supporting administration of the RAB.
- RAB administrative expenses **do not** include general community involvement expenses, such as preparation of fact sheets or other information materials for public distribution, costs of public meetings, mailings, responding to public comments on the restoration program, or repository costs.

Other ineligible RAB administrative expense activities include:

- Salaries for DoD personnel including contractor employee salaries at the installation;
- Dedicated equipment, such as computers, software, facsimile machines, telephone lines or access to electronic mail for community RAB members;
- Renting dedicated office space and providing administrative support services to community members of the RAB;
- Printed stationary and personal business cards;
- Temporary Duty (TDY)/travel, conference attendance or fees for community members; except where DoD has provided prior approval.
- Compensation to RAB members for meeting attendance, work hours lost, time invested in reviewing and commenting on documents, travel to RAB meetings, or long distance telephone calls.
- Costs associated with required public involvement activities under the Compliance-related Cleanup program are **not** part of the RAB/TAPP program.

To obtain necessary funding, the installations must identify appropriate RAB funding requirements to their Army DERP Program Manager. [Attachment 8](#) contains RAB/TAPP Cost Worksheets for reporting RAB administration funding requirements and potential TAPP requirements. Each installation with a RAB must submit RAB/TAPP Cost Worksheets in the spring when the Army DERP Program Manager identifies program management requirements to obtain funding levels for the following fiscal year. For active BRAC, and excess installations, the installation identifies its RAB funding requirements on the Obligation Plans or BRAC Work Plan. *See Section 12.1 Mechanisms to Monitor RAB/TAPP Costs.*

11.2 Technical Support by Army Employees

Technical support services may be available to the RAB from the installation, MACOMs, BRACD, the USAEC, USACHPPM, Preventive Medicine Activities, the USACE, or installation contractors. These organizations may have in-house expertise that the installation and RAB can access to explain technical data and related issues. The Army does not consider technical services provided by such Army organizations as USAEC, USACHPPM, or USACE employees RAB administrative support (as defined previously).

In-house Army technical support should not be included on the RAB/TAPP Cost Worksheets, the IRP or MMRP Obligation Plans, or the BRAC Work Plan as RAB administrative expenses. Furthermore, reimbursement for services from these activities would normally be inappropriate as their costs are either centrally funded or project related. Installations that require funds to obtain in-house technical services should request assistance through their chain of command from their DERP Program Manager.

11.3 Public Participation

Public participation on the RAB will be strictly voluntary. The Army will not provide financial support to the public members for their services nor will it compensate members for work hours lost, or time invested in review and commentary on documents. The Installation Co-Chair must ensure that the public clearly understands this fact during the member recruitment process and prior to any final commitment by a public representative to serve on the RAB.

12.0 REPORTING

10 U.S.C. § 2706(a)(2)(J) requires that DoD provide an annual RAB report on funding and activities, including TAPP. To meet these reporting requirements, the DASA(ESOH) summarizes RAB and TAPP data at the Army's semi-annual In-Progress Reviews with DUSD(ES). Army DERP Program Managers summarize the status of RABs and TAPP during the quarterly BRAC Work Plan Reviews. As Army policy requires that all installations with a restoration program determine community interest in establishing and participating in a RAB, installations reporting no attempt to establish RABs will receive particular notice in these reports.

12.1 Mechanisms to Monitor RAB/TAPP Costs

The DUSD(I&E) requires reporting on past and projected RAB administrative costs and TAPP funding. The Army identifies projected RAB administrative costs and potential TAPP requirements using RAB/TAPP Cost Worksheets, IRP and MMRP Obligation Plans, and BRAC Work Plans. Past RAB and TAPP funding is tracked using IRP Obligation Plans, BRAC Work Plans and the DFAS RAB and TAPP AMS codes.

12.1.1 RAB/TAPP Cost Worksheets

Installations must identify fiscal year plus one (FY+1) RAB and potential TAPP funding requirements in the Spring of each year using a RAB/TAPP Cost Worksheet ([Attachment 8](#)). This form is transmitted to the DERP Program Manager when identifying FY+1 program management.

RAB/TAPP Cost Worksheets identify FY+1 requirements:

- *to determine community interest in RABs.* Any installation that initially determined there was no community interest in establishing and participating in a RAB, but is conducting follow-up community interest monitoring, should complete a RAB/TAPP Cost Worksheet breaking out costs by eligible task.
- *to establish a RAB.* Any installation that will establish a RAB in the FY+1 should complete a RAB/TAPP Cost Worksheet breaking out costs by eligible task.
- *to support an established RAB.* Any installation with a RAB that requires administrative support must complete a RAB/TAPP Cost Worksheet, breaking out costs by eligible task.

RAB/TAPP Cost Worksheets identify FY+1 *potential TAPP requirements*. It will not always be possible to identify potential TAPP requirements until RAB/TRC community members identify interest in a TAPP. Based on input from the RAB/TRC community members, any installation that may require program management funds for TAPP should complete the RAB/TAPP Cost Worksheet.

12.1.2 IRP and MMRP Obligation Plans/BRAC Work Plans

Even though RAB and TAPP funding is program management, to track at the installation-level, RAB administrative costs and TAPP requirements must be reflected in the installation's IRP or MMRP Obligation Plans and the BRAC Work Plan. Any RAB administrative costs and potential TAPP requirements identified on the RAB/TAPP Cost Worksheets must be included as a separate line item in the installation's IRP or MMRP Obligation Plan or BRAC Work Plan.

12.1.3 Defense Finance Accounting System (DFAS)

The Army collects RAB administrative funding and TAPP funding using the DFAS AMS codes.

For the IRP and MMRP, the AMS code for RAB support is 493008.1A. The AMS code for RAB support on the BCA will be unique for each BRAC installation. BCA AMS codes for RAB administration are found in the DFAS-IN Manual 37-100-(FY), Chapter 4.

For the IRP and MMRP, the AMS code for TAPP is 493008.1C. The AMS code for TAPP on the BCA will be unique for each BRAC installation. BCA AMS codes for TAPP are found in the DFAS-IN Manual 37-100-(FY), Chapter 4.

13.0 AVAILABLE GUIDANCE

13.1 Federal Regulations and Guidance

- Rule -- Proposed Rule on Restoration Advisory Boards, Federal Register, Vol. 70, No. 18, January 28, 2005. Internet. <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/pdf/05-1550.pdf>
- 10 US Code 2705, Notice of environmental restoration activities. <http://uscode.house.gov/search/criteria.php>
- USEPA Principles -- Final Report Of The Federal Facilities Environmental Restoration Dialogue Committee, Consensus Principles and Recommendations for Improving Federal Facilities Cleanup, April 1996. Internet. http://www.epa.gov/swerffrr/documents/ferdcrpt_toc.htm
- USEPA Principles – Federal Facilities Stakeholder Involvement – Blueprint for Action, June 1999. Internet. <http://www.epa.gov/swerffrr/pdf/action.pdf>

13.2 Department of Defense Regulations and Guidance

- DOD Guidance – Management Guidance for the Defense Environmental Restoration Program Management, Office of the Deputy Under Secretary of Defense (Environmental Security), September 2001. Internet.
<https://www.denix.osd.mil/denix/Public/ES-Programs/Cleanup/guida.html>
- DOD/USEPA Guidance -- Restoration Advisory Board Implementation Guidelines, DoD and USEPA, September 1994. Internet.
<https://www.denix.osd.mil/denix/Public/Library/Cleanup/CleanupOfc/Documents/BRAC/finalrab.html>
- DOD Resource -- DoD Restoration Advisory Board (RAB) Resource Book, September 1996. Internet.
https://www.denix.osd.mil/denix/Public/Library/Cleanup/CleanupOfc/Documents/RAB/rab_res_book.html
- DOD Fact Sheet -- Updating Your RAB to Meet BRAC Needs, Office of the Deputy Under Secretary of Defense (Environmental Security), June 1996. Internet.
https://www.denix.osd.mil/denix/Public/Library/Cleanup/CleanupOfc/Documents/BRAC/brac_rabs.html
- Guidance -- Defense Finance and Accounting Service Manual, DFAS-IN Manual 37-100-(FY). Internet. <http://www.asafm.army.mil/secretariat/document/dfas37-100/dfas37-100.asp>
- Rule -- Technical Assistance for Public Participation (TAPP) in Defense Environmental Restoration Activities (32 C.F.R. § 203 (2003)). Internet.
https://www.denix.osd.mil/denix/Public/Library/Cleanup/CleanupOfc/Documents/RAB/63fr_tapp.html
- DOD Guidance -- Handbook Technical Assistance For Public Participation, Deputy Under Secretary of Defense for Environmental Security, February, 2000. Internet.
https://www.denix.osd.mil/denix/Public/Library/Cleanup/CleanupOfc/Documents/TAPP/tapphandbk_contents.html

13.3 Army Regulations and Guidance

- Army Policy -- Army Environmental Cleanup Strategy. April 2003. Internet.
<http://aec.army.mil/usaec/cleanup/strategy.pdf>
- Army Guidance -- Army Environmental Cleanup Strategic Plan. May 2003. Internet.
<http://aec.army.mil/usaec/cleanup/stratplan.pdf>
- Army Policy -- Memorandum from the ASA(I,L&E), dated 7 May 96, subject: Issuance of Army Policy - The Role of Restoration Advisory Boards (RAB)s in Environmental Cleanup. Internet.
<http://www.denix.osd.mil/denix/Public/Policy/Army/IRP/rab-role-ec.html>
- Army Guidance -- Army Defense Environmental Restoration Program: Management Guidance for Base Realignment and Closure Installations, November 2004
<http://aec.army.mil/usaec/cleanup/derpguidance0411.pdf>

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ACRONYMS

ACSIM Assistant Chief of Staff for Installation Management

AEDB Army Environmental Data Base

AEDB-R Army Environmental Data Base - Restoration

AMS Army Management Structure

AR Army Regulation

ARNG National Guard Bureau, Army Directorate

ASA(I,L&E) Assistant Secretary of the Army for Installations, Logistics and Environment

BCA Base Closure Account

BIAP BRAC Installation Action Plan

BCT BRAC Cleanup Team

BEC BRAC Environmental Coordinator

BRAC Base Realignment and Closure

BRACD Base Realignment and Closure Division

CC Compliance-related Cleanup Program

CERCLA Comprehensive Environmental Response, Compensation, and Liability Act

COR Contracting Officer's Representative

DA PAM Department of the Army Pamphlet

DASA(ESOH) Deputy Assistant Secretary of the Army for Environment, Safety, and Occupational Health

DD Decision Document

DERA Defense Environmental Restoration Account

DERP Defense Environmental Restoration Program

DFAR Defense Federal Acquisition Regulation

DFAS Defense Finance Accounting System

DoD Department of Defense

DUSD(I&E) Deputy Under Secretary of Defense for Installations and Environment

ER Environmental Restoration

ER,A Environmental Restoration, Army

FACA Federal Advisory Committee Act

FAR Federal Acquisition Regulation

FUDS Formerly Used Defense Sites

FY Fiscal year

HQDA Headquarters, Department of the Army

IAP Installation Action Plan

IMA Installation Management Agency

IRP Installation Restoration Program

LRA Local Redevelopment Authority

MACOM Major Army Command

MMRP Military Munitions Response Program

NGB National Guard Bureau

NPL National Priorities List

ODEP Office of the Director of Environmental Programs

OMB Office of Management and Budget

OTSG Office of the Surgeon General

RAB Restoration Advisory Board

ROD Record of Decision

RRSE Relative Risk Site Evaluation

SOW Statement of Work

SUBCOM Subordinate Command

TAPP Technical Assistance for Public Participation

TDY Temporary Duty

TRC Technical Review Committee

USACE U.S. Army Corps of Engineers

USAEC U.S. Army Environmental Center

USACHPPM U.S. Army Center for Health Promotion and Preventive Medicine

USC U.S. Code

USEPA U.S. Environmental Protection Agency

ATTACHMENT 1

SAMPLE PUBLIC NOTICE

FOR MORE INFORMATION, CONTACT (Fort X, Point of Contact, and Telephone Number, mailing address, and email address)

Fort X Plans to Establish a Restoration Advisory Board

CITY, STATE - - Fort X is establishing a Restoration Advisory Board (RAB) and is seeking participants to be part of this RAB. The purpose of the RAB is to promote community involvement by giving the public the opportunity to regularly review progress and participate in dialogue with the decision-makers on Fort X's environmental restoration process.

The RAB will be made up of Army, U.S. Environmental Protection Agency (USEPA), tribal (Name of Tribe), and state of (Name of State) representatives, as well as members of the local community. The RAB will be co-chaired by an Army and community representative. The community members of the RAB will select the Community Co-Chair. The RAB will meet on a (monthly? quarterly?) basis and the meetings will be open to the public. Public participation on the RAB will be strictly voluntary. The Army will not provide financial support to the public members for their services nor will members be compensated for work hours lost or time invested.

This first meeting to discuss the RAB membership is scheduled for (PLACE, DATE, AND TIME). Fact sheets and community interest surveys are available to the public in the information repositories (NAMES AND LOCATIONS OF THE REPOSITORIES AND AVAILABLE ON A PUBLIC WEB SITE) and will also be distributed at the meeting. Interested RAB participants should be willing to attend all RAB meetings (which could last between two to four hours each) and be willing to devote ample time to review Army environmental restoration documents within prescribed time frames. For more information on participating in the RAB or obtaining a community interest survey, contact (Name and telephone number of Point of Contact).

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ATTACHMENT 2

SAMPLE COMMUNITY INTEREST FORM

**COMMUNITY CONCERNS AND
PARTICIPATION INTEREST SURVEY FOR
(NAME OF INSTALLATION)**

Name: _____

Address: _____

Telephone number:

Daytime: (____) _____

Home (____) _____

Fax number: (____) _____

Email: _____

PART I: ENVIRONMENTAL INTERESTS AND CONCERNS

This portion of the form will give (NAME OF INSTALLATION) a more accurate idea of your environmental interests and concerns regarding restoration activities at the installation.

1. Are you affiliated with any group (other than and political affiliation, e.g. Republican, Democrat, etc.)? If so, please list the group(s).

2. Do you have any environmental interests in or concerns about (NAME OF INSTALLATION)? If so, please elaborate.

3. How would you like the installation to address these interests or concerns?

Attachment 2-1

Methods can include, but are not limited to
___at Restoration Advisory Board meetings.
___at public meetings.
___at availability sessions.
___in fact sheets mailed to me.
___in news releases sent to the local newspapers.
___in letters mailed to me.
___by telephone.
___through community interviews.
___by site tours.
___other (please specify.)

4. Would you be interested in being on a mailing list to receive fact sheets, news releases, etc. from the installation about its environmental program?

___Yes, I would like to ___No, I would not like to be
be on the mailing list. on the mailing list.

___I am already on the mailing list to receive
environmental information from the installation.

PART II: PARTICIPATION IN RESTORATION ADVISORY BOARD ACTIVITIES

Restoration Advisory Board (RAB) members are expected to serve a (1-year, 2-year, etc.) term and attend all RAB meetings. Members who miss three or more consecutive meetings may be asked to resign. Duties and responsibilities will include reviewing and commenting on technical documents and activities associated with the environmental restoration program at (NAME OF INSTALLATION). Members will be expected to be available to the community members and groups they represent to facilitate the exchange of information and/or concerns between the community and the RAB. Participation in the RAB is strictly voluntary and members will not be financially compensated. Members will be selected by a panel and will be representative of the diverse interests of the community.

Those who do not serve directly on the RAB can still participate in RAB activities. Interested members of the community will be included on the mailing list and invited to attend all RAB meetings, which are open to the public. Technical documents reviewed by

the RAB will be made available to the public through information repositories. The public will be able to comment on the technical documents either in writing to the installation or at the RAB meetings during a time set aside for public comments and input.

NOTE: Priority for RAB membership will be given to local residents who are directly impacted/affected.

1. Would you like to be considered for RAB membership? If so, please state why.

2. Have you had experience working as a member of a diverse group with common goals?

3. The community members of the RAB will select the Community Co-Chair. Please indicate if you are interested in being considered for the Community Co-Chair position by checking the box below:

Yes, I would like to be considered.

4. If you responded yes to question 3, please state why you would be interested in being the Community Co-Chair.

5. By submitting this signed application, you:

- are aware that being a RAB member would involve a set time commitment;
- understand that being a RAB member entails a willingness to work cooperatively with other RAB members to ensure the efficient and effective use of RAB time;
- understand that serving on the RAB will be voluntary and RAB members will not receive compensation for this service; and,
- have read and understand that following Privacy Act information regarding providing your name, address and telephone number for this survey.
- agree to permit my name to be published in news releases as a RAB member, if selected.

PRIVACY ACT NOTICE

Authority : 10 U.S. Code (USC) 2705(c) and 42 USC 9620(f), state and local participation in restoration of Federal facilities.

Principal Purpose: To identify members of the local community who are interested in participation in the RAB.

Routine Uses: The Army will use the requested information to develop a list of interested persons from which it will select the community members of the RAB. The Army will also use the information to contact the individuals who are selected.

Disclosure of the requested information is voluntary. Failure to provide all the requested information may prevent selection to the RAB.

Applicant Signature

Date

ATTACHMENT 3

SAMPLE LETTER OF INVITATION

Date

Dear Mr./Ms. Y.:

Fort X will be undergoing environmental studies to determine what, if any, clean up is necessary due to Fort X's past operations. To keep the public informed about and involved in the environmental restoration study process as early as possible, Fort X is planning to establish a Restoration Advisory Board (RAB).

This RAB will enable the affected community and representatives of Government agencies to meet and exchange information about Fort X's environmental restoration program. It will also provide an opportunity for the community to review progress and participate in dialogue with the decision-makers.

Since you are an interested member of Fort X's local community, we would like to extend an invitation to you to attend a meeting about the RAB. The community meeting is scheduled for (DATE AND TIME) at Fort X (LOCATION).

Enclosed is a RAB fact sheet and community interest survey. Please bring the survey with you at the meeting or mail it to (ADDRESS) by (DATE) or send by facsimile to (NUMBER).

I hope to see you at the meeting. If you have any questions or need additional information, please contact (NAME OF POC) at XXX-XXX-XXXX or EMAIL ADDRESS.

Sincerely,

Fort X Commander

Enclosures
RAB Fact Sheet
Community Interest Survey

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ATTACHMENT 4

SAMPLE FACT SHEET

The U.S. Army is conducting environmental studies and restoration actions at Army installations nationwide under the Installation Restoration Program. Fort X will be undergoing such a study. To keep the public informed and involved in its restoration activities and to provide opportunities for public involvement in its environmental restoration program, Fort X is proposing to establish a Restoration Advisory Board (RAB).

The RAB will enable the affected community and representatives of Government agencies to meet and exchange information about Fort X's environmental program. It will also provide an opportunity for the community to review progress and participate in dialogue with the decision-makers.

The RAB will be an additional community involvement forum for interested people to learn more about the ongoing and future environmental studies and restoration actions at Fort X. The RAB will not take the place of Fort X's current public involvement activities; but will supplement them. RAB members will be responsible for:

- Providing advice on environmental restoration issues to Army installations and regulatory agencies;
- Holding regular meetings, publicly announced and open to the public, at convenient times and locations;
- Reviewing, evaluating and commenting on environmental restoration documents;
- Identifying project requirements;
- Recommending priorities among sites or projects; and

The RAB will include the Army, U.S. Environmental Protection Agency (USEPA), tribal, and/or state environmental regulatory representatives, and members of the local community. The Installation Co-Chair will be responsible for:

- Ensuring that RAB membership reflects diverse interests within the community;
- Keeping meeting minutes and making them available to interested parties;
- Developing, maintaining and using a mailing list of names and addresses of people who wish to receive information on the restoration program; and,
- Jointly chairing the RAB with a community representative.

Interested citizens who become RAB members should be willing to attend all RAB meetings (which could last between two to four hours each) and devote ample time to

review Army environmental restoration documents within a prescribed period voluntarily and without compensation.

A community meeting about the proposed RAB is scheduled for (DATE AND TIME) at Fort X's (LOCATION). Community concerns and participation interest surveys will be distributed at that time and must be returned by (DEADLINE). At the meeting, you will learn about the purpose of the RAB, participation opportunities and member expectations, and hear an update on the status of installation restoration activities and future plans. For more information, call (NAME OF POC), Fort X, at XXX-XXX-XXXX or EMAIL.

ATTACHMENT 5

FORMAT FOR RAB ADJOURNMENT REPORT

FORMAT FOR RAB ADJOURNMENT REPORT

FORT X

1.0 PURPOSE

State that the purpose of this report is to present adequate information on the environmental restoration activities that support the adjournment of the RAB. State the precise reason for adjournment, which may include one or more of the following:

- Fort X no longer has an environmental restoration program;
- All remedies are in place and operating properly and successfully;
- There is no longer sufficient, sustained community interest.
- The Army has transferred Fort X out of Army control and the Army is no longer required to make restoration response decisions.
- The RAB has achieved the desired end goal as defined in the RAB Operating Procedures.
- A record of decision or decision document has been signed for all DERP sites on the installation

2.0 INSTALLATION AND SURROUNDING COMMUNITY INFORMATION

2.1 Installation

Include a brief summary of the following:

- Installation location and size;
- Installation history;
- Present and future land use;

2.2 Surrounding Community

Include a brief description of the surrounding community describing the following (as applicable):

- Residential/industrial/remote;
- Size of community;
- Community structure (socio-economic factors impacting community involvement); and
- Groundwater usage and/or public water supply status.

3.0 ENVIRONMENTAL RESTORATION PROGRAM

Provide a brief summary of:

- Discovery of contamination;
- History of remedial investigations/findings;
- USEPA, state, tribal, or local agency involvement; and
- Regulatory framework for investigation(s) (IRP/BRAC, MMRP, RCRA, CERCLA, etc.).

3.1 Description of Primary Contamination Sources

Provide brief descriptions of the primary contamination sources including:

- Nature of contamination;
- Affected media;
- Magnitude of contamination;
- Adverse effects on the environment and to the community; and
- Present status of remedial response.

Note: The primary contamination sources are those with a major impact on community involvement (i.e., a source of continued groundwater contamination, residual contamination).

3.2 RODs/DDs and Other Remedial Actions

Summarize/list chronologically all of the actions (such as RODs, DDs, and RAs) that have been approved for the installation. This summary will indicate that all environmental restoration activities followed a logical path that was consistent with regulatory and community concerns/statutes.

4.0 COMMUNITY INVOLVEMENT

4.1 Restoration Advisory Board

Summarize all RAB activities to include:

- Why, how, and when RAB was formed;
- Past and current RAB members and changes that may have occurred over the course of the RAB involvement;
- Chronological listing of RAB activities to include items such as defining scope of studies, document review, recommendations, input on selection of final remedies, resolving community concerns, public meeting dates and notes, funding issues, property transfers, RAB meeting notes, TAPP projects etc.;
- Documentation pertaining to major decisions taken by RAB during the investigations (addressing community concerns, level of RAB involvement, insufficient interest on part of the community, etc.);
- Funds expended to date for RAB/Community involvement;
- Result of voting or other reason(s) that RAB agrees to adjournment; and
- Discussions indicating how the Army will conduct community participation after RAB adjournment.

4.3 Other Community Involvement

Identify the Community Relations Plan(s) in effect at the installation. Include any other community activities not covered above (general public meetings, Local Redevelopment Authority involvement, political involvement, past TRC activities, other property transfer activities).

5.0 DECLARATION

Summarize the declaration to state that:

- Restoration work at the installation has been successfully completed;
- Federal, state, tribal, local, and applicable Army regulations have been adhered to during the restoration;
- Remediation measures implemented at the site will protect human health and the environment and ongoing remedial measures (such as monitoring) will be periodically evaluated to ensure regulatory compliance;
- Community involvement will continue, as necessary; and
- The RAB agreed to adjourn.

If the primary reason for adjournment is lack of sufficient, sustained community interest, the installation must include a statement that commits the installation to re-evaluate community interest at least every two years.

Close declaration by stating that in light of the above, it is the Installation's decision to adjourn the RAB although the RAB's overall community program will provide for continued stakeholder input into restoration activities.

6.0 APPROVAL, SIGNATURE, AND DATE

The following personnel will approve and sign the RAB adjournment report:

- Garrison Commander **or** DERP Program Manager Installation Coordinator/ DERP Program Manager Environmental Coordinator (for BRAC) if there is no Garrison Commander.
- Army/Installation Co-Chair.
- RAB Community Co-Chair.
- Installation Representative **or** BRAC Environmental Coordinator or BRAC Cleanup Team (for BRAC).
- USEPA Representative (if appropriate).
- State Representative (if appropriate).

ATTACHMENT 6

SAMPLE RAB

ADJOURNMENT REPORT

FORT JOHN WAYNE, NEW HAMPSHIRE

1.0 PURPOSE

This report describes the selected action to adjourn the Restoration Advisory Board (RAB) at Fort John Wayne (FJW), New Hampshire. The Army is adjourning the RAB because it has completed all necessary restoration activities according to state and Federal statutes, including Army Regulation 200-1. Information describing the installation, surrounding community, community relations activities, and the environmental restoration process at FJW are provided in support of the decision to adjourn the RAB.

2.0 INSTALLATION AND SURROUNDING COMMUNITY INFORMATION

2.1 Installation

FJW is best known for its rugged outdoor vehicular testing center and its maintenance operations. The installation has been used almost exclusively for these purposes since its inception in 1942. There are over 500 miles of roads and tracks on this 40,000-acre installation. The cantonment area is located near the southern portion of the installation.

The installation is situated in a relatively remote area, surrounded by dense forests. Approximately, 5,000 acres in the southeast portion of the subject property is on the Base Realignment and Closure (BRAC) List. This includes a small portion of the cantonment area. Under BRAC, the Army will transfer this property to the local community based on the Reuse Plan developed by the Local Redevelopment Authority (LRA). FJW continues to be an open post and retains its testing and maintenance mission.

2.2 Surrounding Community

Lumber companies own much of the undeveloped land adjacent to the installation boundary. The nearest town, Galena, is located on the banks of the Clear River about two miles to the northeast of the installation boundary. Galena has a population of approximately 586 residents. The majority of these residents work in the lumber industry. Town residents and other local inhabitants obtain their drinking water from an alluvial

aquifer hydraulically connected to Clear River. Pleasant Oak is the next closest town to the installation boundary. Its 110 residents are located approximately 7.5 miles to the east.

Tourists frequently visit the nearby state parks. Outdoor activities such as snow-mobiling, hiking, hunting, and fishing are common forms of recreation in the area. An interchange for two interstate highway systems trending both north-south and east-west exists three miles southeast of the installation. The Boston and Maine and Conrail railroads serve the installation.

3.0 ENVIRONMENTAL RESTORATION PROGRAM

FJW's environmental restoration program began in 1981 when it initiated a Preliminary Assessment/Site Inspection. The Army initiated the Remedial Investigation/Feasibility Study (RI/FS) phase of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) process in 1983 and concluded it in the fall of 1994. Remedial actions based on the RI/FS began in 1995. In order to protect human health and the environment, the Army performed a Removal Action in 1993 at a Motor Pool.

The installation was placed in the BRAC program in 1991 and as a result, other environmental investigations were performed at FJW. Those reports include an Environmental Baseline Survey completed in 1993, and an Environmental Impact Study for Re-Use, which the Army completed in 1995. Both studies focused primarily on the BRAC parcel.

The environmental restoration program at FJW identified five major sources of contamination on the installation: (1) a Former Pesticide Storage Area; (2) Old Sanitary Landfill; (3) Paint Spray Booth; (4) Construction Landfill; and (5) Motor Pool.

The Motor Pool is situated on a small portion of the 5,000 acres of property the Army is transferring to the local community. This property has been zoned for commercial/industrial redevelopment, with warehouses and distribution centers expected to comprise the vast majority of existing military buildings. The Local Redevelopment Authority (LRA) plans a like-use for the Motor Pool and surrounding area. The area is currently in process of conversion to a multi-state inter-modal transportation hub serving the New England states and Boston harbor.

3.1 Primary Contamination Sources

3.1.1 Former Pesticide Storage Area

The Former Pesticide Storage Area was an old wood framed building with a hardwood floor. It was used until the mid 1970s and formerly stored a variety of pesticides, which included the insecticides DD (Rhothane), DDT (Chlorophenothane), and the herbicide 2,4,-D (2,4-Dichlorophenoxyacetic acid).

Remediation Measures Implemented: The wooden structure was demolished and placed in the Construction Landfill. The contaminated soil was excavated and treated using soil washing techniques, which rendered the soil non-toxic as verified by chemical analysis. The soil was returned to the site as clean backfill.

3.1.2 Old Sanitary Landfill

The Old Sanitary Landfill is the original municipal landfill used by the installation between 1942 and 1973. Some of the major hazardous constituents discovered in this 7.5-acre landfill are solvents, heavy metals, and lead acid from discarded automobile batteries.

Remediation Measures Implemented: To reduce leachate generation, the landfill was covered with a multi-layered cap. Long-term monitoring plans, as well as routine maintenance activities, are being implemented at the landfill site. Early sampling events indicated only low levels of contamination below established state standards. Annual sampling is required at the present time until the next project review in July 1999.

3.1.3 Paint Spray Booth

Military vehicles were painted in the Spray Booth area. The area in the immediate vicinity was used for vehicle maintenance and painting activities since the 1950s. Site investigations revealed mainly hydrocarbons had migrated from the site and contaminated the soil and the underlying ground water. The current modern Paint Spray Booth was constructed in 1983.

Remediation Measures Implemented: The RI/FS supported the decision to implement natural attenuation as the remedial option to reduce contaminant concentrations to the acceptable levels set forth by the New Hampshire Department of Environmental Services (NHDES). Continued annual monitoring show that the natural attenuation process is an effective remedial measure for this site to date. The Army will monitor the site semi-annually to ensure natural attenuation is effective.

3.2.4 Construction Landfill

The Construction Landfill is a 1.5-acre area formerly used to dispose of construction related wastes. Coal-tar creosote from railroad ties was identified as the major contaminant associated with this site, contaminating both the shallow ground water aquifer and the glacial till subsurface. Asbestos was also identified as a contaminant of concern due to the method of its disposal in the landfill. The landfill continues to be used for the disposal of non-hazardous construction debris.

Remediation Measures Implemented: In the late 1980s, asbestos-containing material and railroad ties were selectively removed and placed in a landfill approved for their disposal. The creosote contamination was effectively remediated using bioremediation techniques and other innovative technologies.

3.2.5 Motor Pool

The motor pool area is used by the Installation for the maintenance of vehicles. During the early 1980s, the Army discovered that several underground storage tanks (USTs) containing diesel fuel and gasoline were leaking. Hydrocarbons including benzene, toluene, ethylbenzene, and xylenes were discovered in the ground water, as well as in the underlying soil.

Remediation Measures Implemented: in 1993, three 1,000-gallon USTs were excavated and removed. The Army successfully treated excavated soil the on-site and rendered it non-hazardous by using bioremediation techniques. Contaminated ground water was collected via extraction wells and treated utilizing multiple carbon adsorption columns. Current water sampling data from downgradient monitoring wells indicate contaminant concentrations at the site are below regulatory Maximum Contaminant Levels.

3.3 RODS / DECISION DOCUMENTS / PROPERTY TRANSFERS

A production well for the installation is located downgradient of the Motor Pool and was at risk of becoming contaminated from the leaking tanks associated with the Motor Pool. Because of the emergency, an Engineering Evaluation/Cost Analysis and Decision Document were prepared and the restoration measures undertaken at the site were performed as a short-term removal action. The installation also created Decision Documents for the other four existing sites. The Army and regulators signed the final ROD in 1995, after the installation met all the necessary remedial measures. The ROD requires a review of the groundwater plume associated with the capped landfill every two years.

The Army prepared a Finding of Suitability to Transfer for the BRAC parcel, in accordance with Army Regulation 200-1, that the Commander, Troop Command signed in July 1997.

4.0 COMMUNITY INVOLVEMENT

4.1 Restoration Advisory Board

In 1995, the TRC was converted to a RAB in response to increased public interests and because a portion of the installation was placed on the BRAC list. The RAB reviewed the final ROD pertaining to the restoration and continued monitoring of the Operable Units (OUs) at FJW, and concurred with the LRA's decision to accept the transfer of the BRAC property. The RAB has also reviewed sampling results from the long term monitoring programs in effect.

Since the formation of the RAB in 1995, \$15,321 has been spent on administration of the RAB.

The Army has initiated or completed all remedial actions and since the LRA has accepted the BRAC parcel, no significant actions remain for the RAB. On December 5, 2003, the RAB voted 17-0 to adjourn. The installation has agreed to provide quarterly fact sheets concerning ongoing remedial operations and monitoring to all former RAB members, as well as, to community members who request the fact sheets.

A list of all the persons and their titles that have served on the RAB follows:

<p>Army Installation Members (01) Todd Smith, BRAC Environmental Coordinator (02) Mark Doe, Installation Co-Chair (03) Bill Jones, Public Affairs Officer</p>	<p>Community Members (07) Kathy Jones (08) Ron Doe (09) Pete Smith (10) Renee Jones (11) Zachary Doe (12) Kathy Smith (13) Rob Jones, Community Co-Chair</p>
<p>Federal, State, and Local Agency Members (04) Martha Doe, NHDES Representative (05) Kim Jones, USEPA Representative (06) Jerry Smith, Derry County Commissioner</p>	<p>(14) Betty Sue Smith (15) David Doe (16) Jim Smith (17) Kevin Jones Judy Doe (former member) Sara Jones (former member) Greg Smith (former member)</p>

4.2 FORMER TECHNICAL REVIEW COMMITTEE (TRC)

A TRC was established in 1988 to review and comment on Army restoration actions at FJW. The TRC reviewed remedial alternatives and the draft feasibility study for the sites at FJW. With the implementation of the DoD RAB program in 1994, the Army converted the FJW TRC to a RAB in 1995.

4.3 OTHER COMMUNITY INVOLVEMENT

A formal Community Relations Plan (CRP) specifying public involvement activities and requirements was written in 1985 and revised in 1995. The CRP has been fully implemented.

The local citizens group known as "Community Watchdogs" has taken considerable interest in the environmental situations at FJW. Several times each year members of the community group will meet with representatives from the FJW Environmental Office and voice concerns and ask questions.

Each year since 1992 there is an Earth Day celebration in which the members of the public have an opportunity to expand their knowledge of the installation's environmental programs. Public feedback regarding the Earth Day activities has been very positive.

4.4 LOCAL REDEVELOPMENT AUTHORITY

LRA was established in 1991 and composed of a state representative, two county representatives and three members each from the towns of Pleasant Oak and Galena. The LRA accepted transfer of the BRAC parcel in July 1997. The BRAC property will serve as part of a multi-state, inter-modal transportation hub serving the New England states and Boston harbor.

4.5 PUBLIC MEETINGS

In accordance with the CRP, the Army initiated public meetings in 1986. Public meetings have not been required since the final ROD was signed in 1995 and the transfer of the BRAC parcel to the LRA in 1997. The Army held the last public meeting on June 22, 1997 to discuss the transfer of the BRAC parcel. In attendance were 2 community personnel and 17 government personnel.

5.0 DECLARATION

In light of the facts mentioned below, the Army will adjourn the RAB.

Remedial actions and other environmental restoration work were successfully completed at the sites identified at FJW, with an exception for some long-term monitoring. The remediation measures implemented were designed to protect human health and the environment, and meet all applicable New Hampshire and Federal requirements. Two-year reviews for contamination will occur at the Old Sanitary Landfill and the Paint Spray Booth, due to hazardous constituents left in place at these sites. The CRP has been fully implemented. There is no further need for the RAB and the RAB has unanimously voted to adjourn. All steps of the BRAC process have been completed. The LRA accepted transfer of the BRAC parcel in 1997 and the "final ROD" was signed in 1995.

FJW will host a meeting of all former members of the RAB within one month of completion of the two-year review process in order to re-evaluate the success of the long-term restoration measures and to discuss any future recommended actions. In addition to the former RAB, the public will be notified about this meeting. The next review is scheduled for July 2005.

6.0 APPROVAL, SIGNATURE AND DATE

The following RAB members agree that the RAB at FJW should adjourn.

Mark Doe

Installation Co-Chair

Betty Sue Smith

Community Co-Chair

Todd Smith

BRAC Environmental Coordinator

Kim Jones

USEPA Representative, Region 1

Martha Doe

NHDES Representative

APPROVED BY:

E.J. Elliot

Colonel, CM

Commanding

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ATTACHMENT 7

**TECHNICAL ASSISTANCE for PUBLIC PARTICIPATION
APPLICATION FORM**

Copy of DD Form 2749, Edition 20031001, can be found on the web at

<http://www.dtic.mil/whs/directives/infomgt/forms/efoms/dd2749.pdf>

TECHNICAL ASSISTANCE FOR PUBLIC PARTICIPATION (TAPP) APPLICATION		Form Approved OMB No. 0704-0392 Expires Oct 31, 2006	
<p>The public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services and Communications Directorate (0704-0392). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO INSTALLATION LISTED IN SECTION I, BLOCK 1.</p>			
SECTION I - TAPP REQUEST SOURCE IDENTIFICATION DATA			
1. INSTALLATION			
2. SOURCE OF TAPP REQUEST <i>(Name of Restoration Advisory Board (RAB) or Technical Review Committee (TRC))</i>			
3. CERTIFICATION OF MAJORITY REQUEST		4. DATE OF REQUEST <i>(YYYYMMDD)</i>	
5. RAB POINT OF CONTACT			
a. NAME <i>(Last, First, Middle Initial)</i>		b. ADDRESS <i>(Street, Apt. or Suite Number, City, State, ZIP Code)</i>	
c. TELEPHONE NUMBER <i>(Include Area Code)</i>			
SECTION II - TAPP PROJECT DESCRIPTION			
6. PROJECT TITLE			
7. PROJECT TYPE <i>(Data Interpretation, Training, etc.)</i>			
8. PROJECT PURPOSE AND DESCRIPTION <i>(State anticipated goals of project and relate to increased understanding/participation in restoration process at the installation. Include descriptions, locations, and timetables of products or services requested.)</i>			
9. STATEMENT OF ELIGIBILITY <i>(Refer to eligibility criteria in S203.10 and S203.11 of TAPP rule. Note other sources that were considered for this support and state reasons why these sources are inadequate.)</i>			
10. ADDITIONAL QUALIFICATIONS OR CRITERIA TO BE CONSIDERED <i>(Additional qualifications (beyond those specified in S203.12) a provider should demonstrate to perform the project to the satisfaction of the RAB/TRC. Attach separate statement, if necessary.)</i>			
SECTION III - INSTALLATION COMMANDER/DESIGNATED DECISION AUTHORITY APPROVAL			
APPROVED	11. SIGNATURE	12. TITLE	13. DATE <i>(YYYYMMDD)</i>
NOT APPROVED			

DD FORM 2749, OCT 2003

PREVIOUS EDITION IS OBSOLETE.

Reset

SECTION IV - PROPOSED PROVIDER DATA			
14. PROPOSED PROVIDER			
a. NAME		b. ADDRESS <i>(Street, Apt. or Suite Number, City, State, ZIP Code)</i>	
c. TELEPHONE NUMBER <i>(Include Area Code)</i>			
15. PROVIDER QUALIFICATIONS <i>(Attach separate statement, if necessary. A statement of qualifications from the proposed technical assistance provider will be acceptable.)</i>			
16. ALTERNATE PROPOSED PROVIDER <i>(If known. Attach additional pages as required.)</i>			
a. NAME		b. ADDRESS <i>(Street, Apt. or Suite Number, City, State, ZIP Code)</i>	
c. TELEPHONE NUMBER <i>(Include Area Code)</i>			
17. ALTERNATE PROVIDER QUALIFICATIONS <i>(Attach separate statement, if necessary. A statement of qualifications from the proposed technical assistance provider will be acceptable.)</i>			
SECTION V - CONTRACTING OFFICE APPROVAL			
<input type="checkbox"/>	APPROVED	18. SIGNATURE	19. TITLE
<input type="checkbox"/>	NOT APPROVED		20. DATE <i>(YYYYMMDD)</i>
DD FORM 2749 (BACK), OCT 2003			Reset

ATTACHMENT 8
RAB/TAPP COST WORKSHEET FOR RAB ADMINISTRATIVE
AND TAPP FUNDING FOR FYXX

PROGRAM MANAGEMENT REQUIREMENTS FOR THE FY IDENTIFIED BY EACH INSTALLATION REQUESTING RAB ADMINISTRATIVE FUNDING.

ARMY DERP PROGRAM MANAGERS INCLUDE THESE WORKSHEETS WHEN SUBMITTING PROGRAM MANAGEMENT REQUIREMENTS FOR THE FY TO THE USAEC.

1. ADMINISTRATIVE COSTS FOR DETERMINING INTEREST IN A RAB

FOR EVERY INSTALLATION REQUESTING RAB ADMINISTRATIVE FUNDING THAT **DOES NOT HAVE A RAB** AND HAS CHECKED **“DoD DETERMINING INTEREST”** OR **“NO COMMUNITY INTEREST”** IN AEDB-R.

Army DERP PROGRAM MANAGER: _____

INSTALLATION: _____

- | | | |
|---|-----------|----------|
| 1. Initial Efforts Determining Interest | YES _____ | NO _____ |
| 2. Routine Follow-up Efforts to Monitor Changes in Community Interest | YES _____ | NO _____ |
| 3. Community Interest Survey Costs | \$ _____ | |
| 4. Advertisements, News Releases and Paid Public Notice Costs | \$ _____ | |
| 5. Public Meeting Costs | \$ _____ | |
| 6. Poster Station Material Costs | \$ _____ | |
| 7. RAB Fact Sheets | \$ _____ | |
| 8. Other _____ | \$ _____ | |
| | TOTAL | \$ _____ |

2. ADMINISTRATIVE COSTS FOR ESTABLISHING A RAB

ONE TIME COST FOR EVERY INSTALLATION REQUESTING RAB ADMINISTRATIVE FUNDING **TO ESTABLISH A RAB** AND HAS CHECKED EITHER **“DoD DETERMINING INTEREST”** OR HAS A **RAB ESTABLISHED DATE** IN AEDB-R.

Army DERP PROGRAM MANAGER: _____

INSTALLATION: _____

- 1. Community Interest Survey Costs \$ _____
- 2. Advertisements, New Releases and Paid Public Notice Costs \$ _____
- 3. Letters of Invitations \$ _____
- 4. RAB Fact Sheets \$ _____
- 5. Logistics for Selection Panel Meeting/Member Selection Costs \$ _____
- 6. Other: _____ \$ _____
- TOTAL \$ _____

3. ADMINISTRATIVE COSTS FOR AN ESTABLISHED RAB

EVERY INSTALLATION **WITH AN ESTABLISHED RAB** AND RECURRING RAB ADMINISTRATIVE COSTS AND HAS **A RAB ESTABLISHED DATE** IN AEDB-R.

Army DERP PROGRAM MANAGER: _____

INSTALLATION: _____

- 1. Orientation training \$ _____
- 2. Meeting Logistics \$ _____
- 3. Meeting Materials \$ _____
Preparation of Meeting Agendas, Meeting Materials, and Meeting Minutes
- 4. Document Reproduction \$ _____
- 5. OTHER: _____ \$ _____
- TOTAL \$ _____

4. TECHNICAL ASSISTANCE FOR PUBLIC PARTICIPATION (TAPP) COSTS

EVERY INSTALLATION **WITH AN ESTABLISHED RAB OR TECHNICAL REVIEW COMMITTEE** DOCUMENTED IN AEDB-R, WHERE COMMUNITY MEMBERS HAVE EXPRESSED REASONABLE NEED FOR TECHNICAL ASSISTANCE. TAPP DOES NOT HAVE TO BE APPROVED BEFORE THE REQUIREMENT IS IDENTIFIED. THE TAPP PROJECT **DOES HAVE TO BE APPROVED BEFORE FUNDS CAN BE RELEASED** TO THE INSTALLATION.

Army DERP PROGRAM MANAGER: _____

INSTALLATION: _____

1. Estimated Cost for TAPP project(s) \$ _____
(Not to exceed \$25K per year (or 1% of an installation CTC, whichever is less) and \$100K for the life of the DERP)
2. DESCRIPTION OF POSSIBLE TAPP PROJECT: Provide a brief description of the assistance project that the RAB community members may require. **Note: Any installation that does not provide a reasonable estimate of cost for specific TAPP projects will not be budgeted for TAPP.**

SUMMARY

Army DERP PROGRAM MANAGER: _____

INSTALLATION: _____

1. ADMINISTRATIVE COSTS FOR DETERMINING INTEREST IN A RAB \$ _____
 2. ADMINISTRATIVE COSTS FOR ESTABLISHING A RAB \$ _____
 3. ADMINISTRATIVE COSTS FOR AN ESTABLISHED RAB \$ _____
 4. POTENTIAL TAPP COSTS \$ _____
- TOTAL \$ _____

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