

## DEPARTMENT OF TOXIC SUBSTANCES CONTROL

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November 23, 1993

Captain B. Janov  
Commanding Officer  
Long Beach Naval Shipyard  
Long Beach, California 90822-5099

## ESTABLISHMENT OF RESTORATION ADVISORY BOARDS

Dear Captain Janov:

In our letter of October 22, 1993, the Department of Toxic Substances Control (DTSC) offered our assistance in planning for implementation of a Restoration Advisory Board (RAB) at your installation as called for in the recent Department of Defense (DOD) guidance entitled, "Fast Track Cleanup at Closing Installations". Our letter also indicated that DTSC was developing a RAB guidance document to assist you and your staff in implementing the RAB mandate.

The RAB is intended to bring together members who reflect the diverse interests within the local community. This will enable the early and continued two-way flow of information, concerns, values, and needs between the affected community and the BRAC Closure Team (BCT). The RAB will work in partnership with the BCT on clean-up issues and related matters throughout your installation's environmental cleanup and transition to civilian reuse.

Due to the fast track nature of the DOD guidance and the widespread interest in RAB implementation, we are providing the enclosed Interim RAB Guidance. DTSC has developed the Interim RAB Guidance, based on DOD's Fast Track policy, to provide the bridge between DOD's RAB policy and full RAB implementation. The guidance is intended to assist you and your staff to facilitate the development, implementation, and transition to a RAB. Also included with the Interim RAB Guidance are the following sample documents that we hope you will find useful in developing and implementing the RAB:

- RAB fact sheet
- Public notice
- RAB membership application
- Recruitment letter



Captain Janov  
November 23, 1993  
Page Two

We would be pleased to receive any comments or suggestions you might have regarding this Interim RAB Guidance. Please direct them to the following address:

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Department of Toxic Substances Control  
Base Closure and Conversion  
P.O. Box 806  
Sacramento, California 95812-0806  
Attn: Ms. Joyce Whiten

Should you have any questions, please contact Ms. Joyce Whiten, DTSC Base Closure and Conversion, Public Participation Supervisor at (916) 255-2066. We look forward to working with you and your staff throughout the implementation and operation of the Restoration Advisory Board.

Sincerely,



David Wang, Chief  
Base Closure and Conversion

cc: Lt. Alex Miclat (Code BTT)  
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Captain Janov  
November 23, 1993  
Page Three

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DEPARTMENT OF TOXIC SUBSTANCES CONTROL

INTERIM GUIDANCE FOR IMPLEMENTING  
RESTORATION ADVISORY BOARDS (RAB)

TABLE OF CONTENTS

	<u>Page</u>
1. BACKGROUND	1
2. RAB DEVELOPMENT	1
RAB Meeting Preparation	2
Initial RAB Meeting	3
Transition	4
RAB OPERATIONS	7
Leadership	7
Meeting Operation	7
Meeting Attendance	8
Meeting Scheduling/Frequency	9
4. ROLES AND RESPONSIBILITIES	9
DOD Component/Installation	9
Restoration Advisory Board (RAB)	10
Department of Toxic Substances Control	10
BRAC Realignment and Closure Team (BCT)	10
ENCLOSURE (1): Sample RAB Fact Sheet	
(2): Sample RAB Public Notice	
(3): Sample RAB Membership Application	
(4): Sample RAB Recruitment Letter	

## BACKGROUND

On July 2, 1993, President Clinton announced a five-part program to speed the economic recovery at communities where military bases are slated to close. The Department of Defense (DOD), on September 9, 1993, issued guidance entitled "Fast Track Cleanup at Closing Installations," to implement the President's plan to expedite the cleanup and reuse of these closing military bases.

A key element of the DOD guidance deals with improving public involvement opportunities in the base clean-up program, including the establishment of a Restoration Advisory Board (RAB) at each closing or realigning base where property will be available for transfer to the community. The DOD guidance calls for expanding or modifying the existing Technical Review Committees (TRC) at each base to become a RAB or creating a RAB where no TRC currently exists.

Previously, the TRC focused exclusively on the technical review of clean-up program documents and plans and often had only one community member to represent issues of concern to the entire local community. The advent of the RAB marks a significant broadening of focus for community input and participation in all aspects of base clean-up and conversion issues to facilitate the fast track clean-up and conversion of the BRAC bases in keeping with the President's plan.

The RAB is intended to bring together members who reflect the diverse interests within the local community, enabling the early and continued two-way flow of information, concerns, values, and needs between the affected community and the BRAC Closure Team (BCT). The RAB will ensure that all stakeholders have a voice and can actively participate in a timely and thorough manner in the review of base clean-up documents and plans. Stakeholders will provide input into the decision-making process to accelerate the cleanup and conversion of the base. The RAB will strive to develop consensus on the many issues it

will address, as well as provide for the expression and careful consideration of divergent points of views when consensus is not possible. The RAB will work in partnership with the BCT on clean-up issues and related matters throughout each facility's cleanup and transition to civilian reuse.

This policy was developed based on DOD's Fast Track policy which offered broad-based RAB guidance. This document is intended to provide the specifics necessary to enable DOD components to readily develop and implement a RAB. This guidance includes suggestions based on DTSC's experience in developing and facilitating advisory groups similar to the RAB. It is intended to be flexible so that each DOD component can adapt the RAB to the individual needs of the local community. DTSC's intent in developing this guidance is to provide each DOD component with some suggested practical tools which could be used to implement the RAB mandate.

## RAB DEVELOPMENT

Most DOD facilities have already established TRCs to provide interested parties with a forum to discuss and provide input into site clean-up activities as required by 10 USC 2705(c) and Executive Order 12580. The DOD RAB policy calls for existing TRCs or similar groups to be expanded or modified to become RABs rather than creating a separate committee. The RABs will continue to meet the statutory requirements for TRCs while providing expanded opportunities for ongoing community input and participation in all aspects of base cleanup and reuse activities and decision-making.

The RAB is not a replacement for other community outreach and participation activities required by law, regulation, or policy. Therefore, all existing public involvement requirements must still be completed, including the community relations requirements of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) as amended by the Superfund Amend-

ments and Reauthorization Act (SARA); and public involvement requirements of the Resource Conservation and Recovery Act (RCRA), National Environmental Policy Act (NEPA), and the California Environmental Quality Act (CEQA).

### RAB Meeting Preparation

Before the initial RAB meeting, it is recommended that the DOD component proactively begin the process of informing and educating the community about the purpose of the RAB and opportunities for membership and participation. This is especially important at bases where a TRC has not been formed or where the community has had limited participation in the TRC. This can be accomplished by completing the following suggested activities.

#### Fact Sheet

It is recommended that a brief, one-page fact sheet describing the RAB be prepared and distributed prior to the initial RAB meeting. It may be advisable to distribute the fact sheet to the existing community relations mailing list unless a wider distribution is deemed desirable. The fact sheet should describe the purpose of the RAB, membership opportunities and the member selection process and time table, and state the expectations of RAB members. Copies of the fact sheet should be made available to the public in the information repositories and at the initial RAB meeting. DTSC has included a sample RAB fact sheet (Enclosure 1) that may be used for this purpose.

#### Public Notice Display Ad

It is recommended that the DOD component advertise the initial meeting in one or more newspapers of general circulation serving the affected communities around the installation, as well as the base newspaper. It is suggested that the display ad be published approximately seven (7) days prior to the initial RAB meeting and include the following information:

- time and location of the meeting
- transition of the TRC to become a RAB
- RAB purpose and membership opportunities
- meeting is open for public attendance and participation
- name and phone number of contact person for more information

The display ad should be placed in a prominent section of the newspaper likely to be read by the majority of community members. A sample RAB public notice is included for your review in (Enclosure 2).

#### Agenda

An agenda for the initial meeting should be developed with input from the BCT and existing TRC members. The agenda should also include input from the local community, as appropriate, which may be facilitated by DTSC's Public Participation Specialists (PPS) based on their knowledge of community concerns and issues. This can be an important first step in moving toward the goal of RAB implementation. Involving community members in the development of the initial RAB meeting will ease the transition from TRC to RAB by increasing the community's sense of ownership in the RAB.

#### Press Release

It is recommended that the DOD component's public affairs office prepare and distribute a press release to announce the formation and purpose of the RAB and the time and location of the initial meeting. Depending on local media coverage of base environmental issues, it may be appropriate to prepare a more extensive media packet of information to update the local environmental media regarding base clean-up and conversion issues and activities.

#### Membership Application

Prior to the initial RAB meeting, the DOD component will need to develop a RAB member-

ship application form to be distributed at the initial meeting and during the member recruitment period. A sample RAB membership application is enclosed (Enclosure 3) and can be used or modified to address the needs of the individual DOD component. The membership application and the initial fact sheet should include the address and deadline for application submittal and the name and phone number of the DOD component contact person.

The application should also clearly describe the DOD component's expectations for RAB members to ensure applicants clearly understand the commitment being made. DTSC suggests the following member expectations be considered:

- Terms- RAB members are expected to serve two-year terms.
- Participation- RAB members are expected to attend all RAB meetings. If a member fails to attend or send an alternate to three (3) consecutive meetings, the RAB co-chairs may ask the member to relinquish membership.
- Availability to Community- RAB members should be willing to communicate with local community members and interest groups concerned with specific base clean-up and conversion issues, and to report back to organized groups to which they belong or represent. It is important for RAB members to serve as a direct and reliable conduit for information flow to and from the community. RAB members should understand that their names and phone numbers will be widely communicated to the local community to enable ready community access and communication.
- Review of Documents- RAB members may be asked to review various information on base clean-up and conversion activities, including draft and final technical documents, proposed and final plans, status reports, and consultants reports. RAB members will be responsible for

reviewing this information and providing review comments and other input to BCT members at RAB meetings and other special focus meetings. Regular RAB meetings and special focus sessions will be conducted at which these documents will be discussed. DOD, DTSC, and U.S. EPA technical support staff will be available to provide informational support to RAB members.

- Resignation- RAB members unable to continue to fully participate shall submit their resignations in writing to either of the RAB co-chairs. Resigning members may nominate a replacement to be approved by the RAB co-chairpersons.

#### Initial RAB Meeting

The initial meeting of the RAB should be conducted by the DOD component as soon as possible to ensure the expeditious formation and operation of the RAB. This can be accomplished at the next regularly scheduled TRC meeting or at a community meeting held specifically for this purpose. DTSC PPS staff are available to assist and provide support to the DOD component to ensure that the initial meeting of the RAB is productive and completes this first important step toward RAB implementation.

The initial RAB meeting can be facilitated by the DOD component's BRAC Environmental Coordinator (BEC), one of the two designated RAB co-chairperson. The meeting should be attended by BCT members and other key installation and regulatory project staff. If desired by the DOD component, the initial RAB meeting could also be facilitated by DTSC's PPS or a professional facilitator with meeting facilitation skills and experience.

The focus of the initial meeting should be to introduce the RAB concept to the community and begin the membership recruitment process. Some of the suggested topics to address include:

- purpose of the RAB
- goal of representing diverse community interests
- difference between the RAB and the TRC
- membership opportunities
- membership application period meeting
- member selection process and time table
- member responsibilities and expectations
- overview of base clean-up and conversion activities and plans
- open discussion/question and answer period

The timing and location of the initial meeting should be chosen with the goal of making it convenient for all community members to attend and participate. The initial meeting, as with all RAB meetings, should be held in a central location, generally on a Tuesday through Thursday evenings or on a weekend with community approval. Input from the community should be strongly considered regarding convenient meeting locations and times.

As outlined in the DOD policy, the DOD component should prepare meeting minutes summarizing the topics discussed at the meeting and future plans. The minutes should be concise summaries of RAB meetings rather than verbatim transcripts to facilitate effective communication with the local communities. Translation of meeting minutes should be provided if a large segment of the local community speaks a language other than English. The minutes should be made available for public review in the information repositories within two weeks of the initial meeting. Copies of the minutes can be distributed to existing members of the RAB/TRC. The DOD component may want to consider mailing copies of the minutes to all community members who attended the initial meeting and to its community relations mailing list.

### Transition

The transition period between the initial RAB meeting and the implementation of a fully functioning RAB will likely be a busy, challenging

period. While the length of time required to complete the transition to a RAB will vary from base to base, it is anticipated that most RABs should be in full operation within three (3) months from the initial RAB meeting. During this period of time, it is recommended that the DOD component complete the following key activities to ensure successful development and implementation of the RAB.

### Determine Size of RAB

The size of each RAB should be determined by the DOD component on a case by case basis and will likely vary from base to base. DTSC's PPS will be available to provide input regarding the size of the RAB based on their knowledge of community interests and diversity. The RAB should be no larger than is necessary to get the job done but no smaller than is necessary to adequately reflect the diversity of community interests regarding base cleanup and conversion.

### Recruit RAB Members

For an effective RAB to be established quickly, the DOD component, in coordination with the BCT, and DTSC and U.S. EPA project staff, will need to proactively inform and educate the local community about the formation of the RAB, its purpose, and the opportunities for membership. The public outreach effort should be tailored to the individual community at each base. This is especially important at bases where there has been limited community information or involvement opportunities or where there has been minimal community and media interest in the base.

The recruitment of new RAB members begins before the initial meeting with the distribution of the initial RAB fact sheet, placement of public notice display ads, and press releases. For ease in recruitment, membership applications could be distributed at the initial meeting, made available at local information repositories or other suitable locations, and mailed to persons who write or call. The DOD component, with input from the

JT and DTSC and U.S. EPA project staff, will establish the membership application period. It is recommended that the membership application period extend at least 30 days beyond the date of the initial meeting to enable community outreach efforts to reach all community members who might be interested in becoming RAB members. Membership applications should be sent to the DOD component. DTSC PPS staff can also be available to receive RAB applications. The closing date for submission of membership applications should be published in base newspapers and all other outreach materials.

Based on the level of community response to the above outreach efforts and attendance at the initial RAB meeting, the DOD component, in consultation with the BCT and DTSC and U.S. EPA project staff, may decide that additional community outreach is appropriate to further inform the community about RAB formation and membership opportunities. This may include holding additional community meetings or workshops, public service announcements on local radio and television stations, additional display ads in local newspapers, wider distribution of the initial RAB fact sheet, and notices on base and community bulletin boards. Information about the RAB should also be included in all other public information materials distributed by the DOD component to the community.

Every effort should be made to ensure that all individuals or groups representing the community's interests are informed about the RAB and given the opportunity to apply for RAB membership. Based on the results of member recruitment efforts, it may be necessary to directly solicit some groups or organizations. A sample RAB member recruitment letter (Enclosure 4) is included and may be useful in such efforts.

#### Select RAB Members

RAB members must be selected in an open and fair manner. After the closure of the RAB membership application period, all RAB applica-

tions received will be collected and reviewed. If requested, DTSC PPS staff are available and may assist the DOD component by analyzing the applications based on their knowledge of local community issues and diversity. PPS staff, with input from the BCT and other DTSC and U.S. EPA project staff, can recommend prospective RAB members who represent the community's diverse interests.

As a part of the member selection process, the DOD component, with input from the BCT and DTSC and U.S. EPA project staff, will need to evaluate the current membership of the TRC and determine which members will be continued as RAB members. Existing community members of the TRC should be strongly considered for RAB membership to preserve continuity and the "institutional history" of the clean-up process to date during RAB start-up. While it may be beneficial in some cases to have additional carry over from the TRC, it is recommended that a priority be given to forming a RAB truly representative of the community's diverse interests as expressed in DOD's policy.

The DOD component will select RAB members with input from the base and regulatory project teams. DTSC's PPS assigned to each base can review the list of RAB members chosen and recommend additional members, if necessary, to ensure the RAB reflects the full range of views within the community. The RAB will be used as a tool for inclusion of community views, rather than exclusion.

It is suggested that the DOD component contact applicants not selected for RAB membership by letter to thank them for their interest and willingness to participate in the RAB. The letter should explain why they weren't chosen and should encourage them to attend and participate at the RAB meetings or review the RAB meeting minutes to be made available at the local information repositories. Their applications should be kept on file should future membership openings occur.

### Assure Member Diversity

The RAB will be comprised of members of the local community and representatives of DOD, U.S. EPA, and DTSC. Community members selected for RAB membership should, as expressed in the DOD policy, reflect the diverse interests within the local community. RAB members should live/work in or near the affected community. The following list of potential interests should be considered for representation on the RAB. This list is intended to be illustrative and not all-inclusive. Each RAB should be developed to reflect the unique mix of interests and concerns within the local community.

- local residents/community members
- local reuse committees
- Technical Assistance Grant (TAG) recipient
- current TRC members
- local officials/agencies
- business community
- school districts
- base employees/residents
- local environmental groups/activists
- civic/public interest organizations
- religious community
- other regulatory agencies
- labor organizations
- local homeowners organizations

DOD, DTSC, and U.S. EPA (where applicable), will each have one member on the RAB. While it is anticipated that other members of the installation and regulatory project team will regularly attend and participate in RAB meetings as resources, the vast majority of RAB members should be from the local community in keeping with the goal of increased public involvement expressed in the President's Five Point Plan and DOD's policy.

### Educate RAB Members

Once selected, most RAB members will require some initial orientation to enable them to perform their duties. The DOD component should

consider ways to quickly inform and educate the RAB members to promote the rapid formation of a fully functioning RAB. This may be accomplished at initial RAB meetings or at special orientation sessions and may include the following:

- informal briefings
- briefing booklets, past fact sheets, maps
- site tours

Technical support staff from state, federal, and local agencies that have involvement with cleanup and reuse issues will be asked to attend RAB meetings to provide information in their areas of expertise and will be available to provide information and explanation to RAB members.

### Elect a Community Co-Chairperson

This task will be essential to the full implementation of the RAB. It is recommended that this take place as soon as feasible. As described in the RAB Operations section of this document, the RAB community members will appreciate the opportunity to elect the community co-chairperson. There will need to be, however, a substantial contingent of community members to consider any vote as valid.

### Distribute a Fact Sheet

After the RAB members have been selected, the DOD component may consider preparing and distributing another brief fact sheet to announce that the RAB has been formed and publish the names and phone numbers of RAB members. The fact sheet could also announce the RAB meeting schedule, publicly thank all community members who applied, and encourage ongoing community attendance and participation at future RAB meetings.

### Provide for Administrative Support

The DOD component needs to ensure that adequate administrative support is made available to establish and operate the RAB and conduct

ngoing public outreach activities. It is especially important to provide for ongoing administrative support for the time period after the base closes and the DOD component staff departs. Needed administrative support will usually include the following:

- meeting rooms located off-base in a central location
- secretarial support to prepare meeting minutes and other routine word processing tasks
- copying/printing for RAB review documents, notices, fact sheets
- mailing/postage
- public notices in local newspapers
- database management for maintenance of RAB mailing lists
- translation/interpretation for outreach materials and RAB meetings where there is a large, non-English speaking population in the local community

## RAB OPERATIONS

### Leadership

The RAB leadership will be a jointly held responsibility as dictated by the Department of Defense Public Involvement policy. The BRAC Environmental Coordinator (BEC) and a community member will co-chair the RAB operation. The Clinton Five-Point Plan calls for increased public involvement, one way to achieve this is to allow the RAB members (primarily the community members) to elect their own co-chairperson. This will provide the community with direct input and ownership in the RAB process from the beginning.

The length of the term to be served by the community co-chair should be decided upon by the individual RAB. However, because all bases are considered to be on a "fast track," one or two year terms should be feasible. This will allow for continuity, but also timely change if necessary. The RAB community membership should also bear the responsibility of terminating a co-chairship that is

either ineffective or detrimental to the progress of the RAB. This should be done in the same manner as the initial appointment, by a vote of the RAB membership.

### Meeting Operation

The BEC and the community co-chairperson should coordinate to plan each RAB meeting and any other meetings that they deem necessary to hold. Each meeting should have a pre-planned purpose, operating plan, and agenda. The DTSC PPS is available to assist in meeting planning. If requested and given sufficient advance notice, a DTSC PPS can facilitate the RAB meeting.

### Format

The meeting format of the RAB will vary. The format will be dictated by the purpose of the meeting. Generally, a basic format should include:

- presentation or update by project technical staff
- RAB member discussions
- question/answer/input period for community participants
- list of action items and/or decision-making directives for the RAB members

Subsequent meetings should consider old business prior to discussion of current items.

### Meeting Minutes

DOD policy requires that the RAB prepare meeting minutes summarizing the topics discussed at RAB meetings. The minutes should be concise summaries of RAB meetings rather than verbatim transcripts to facilitate effective communication with the local communities. Copies of the meeting minutes should be distributed to existing members of the RAB and made available for public review in the information repositories within two weeks of RAB meetings. The DOD component may want to consider mailing copies of the minutes to all community members who attend RAB

meetings and to its community relations mailing list.

The DOD component should consider translating the meeting minutes if a large segment of the local community speaks a language other than English. It will be the responsibility of the DOD component to ensure that copies of the meeting minutes and all documents distributed to the RAB and the public for review and comment are consistently available for public review in the information repositories.

### Response to Comments

The RAB will regularly review, discuss, and provide comments on a wide variety of draft and final technical documents, status reports, and proposed and final plans within specified timeframes. This information will also be made available for

public review and comments in the local information repositories. The DOD policy calls for RAB and public comments to be solicited and seriously considered before these documents or plans are finalized.

All documents distributed to the RAB and the public for review and comment should be made available for a minimum of 30 days before comments are due to enable community input. For documents where a review period shorter than 30 days applies to regulatory staff, this same shorter review period would also apply to the review by the RAB and community members. Every effort should be made to provide the RAB and community members with an adequate review period based on the length and complexity of the document. Where necessary, special focus meetings of the RAB may be called to review and comment on key documents.

In order to demonstrate that all comments received on these documents receive the serious consideration called for in the DOD policy, the DOD component should prepare formal written responses to all substantive comments received. Copies of the response to comments should be

mailed to each commentor and made available for public review in the information repository. For comments answered in the RAB meetings or in the meeting minutes, no formal written response is needed.

### Translation/Interpretation

In communities where it is known that a substantial non-English speaking stakeholder group exists, foreign language translation and/or interpretation may need to occur. The DTSC PPS can assist in identifying this need; but as DoD policy states, all administrative costs are to be borne by the DOD component. DTSC PPS can assist in identifying this need as early in the process as possible.

### Agenda

A successful RAB will require coordination between a variety of sources. This will be extremely applicable to agenda development. Each meeting should have a definite purpose. The purpose can range from reviewing and discussing a specific document to technical updates regarding test results. The purpose of the meeting will determine the agenda items, and the speakers. Prior to developing the agenda, input should be received from all stakeholders: community members, BCT, RAB and others that may somehow be impacted/affected. DTSC's PPS can assist in the coordination of the agenda development for RAB meetings.

### Meeting Attendance

The intent of the RAB concept is to ensure on-going consistent involvement by community members. Therefore, it is anticipated that the RAB will enjoy regular attendance by all members. BCT members, representatives of the DOD component, and regulatory technical representatives should attend all RAB meetings. This will aid in the development and operation of the RAB as a team project in which all members have a

clearly-defined role to play, and contribute to the ultimate goal of successful base conversion. If community members are absent from three consecutive RAB meetings, this may be deemed as just cause for dismissal.

If after selection, a RAB member is unable to fully participate, the member should submit their resignation in writing to the either of the RAB co-chairpersons. Resigning members may nominate prospective new members to replace them to be decided by the RAB co-chairpersons.

The Clinton Plan calls for all community involvement to be conducted in an "open manner", it is therefore anticipated that the RABs will function accordingly. The RAB meetings should be held such that community members and other interested/affected parties are able to attend and participate.

### Meeting Scheduling/Frequency

RAB meetings should be scheduled on a regular basis. The individual RAB members should decide the scheduling and frequency of RAB meetings. The frequency of RAB meetings should be such as to ensure timely and effective communication. On bases where conversion is taking place more rapidly, RAB team members, in coordination with the BCT, may decide that they need to meet monthly.

### Locations

The RAB meetings should be held in a location agreed upon by the RAB members. In general, this should be a location and time that is convenient to the RAB community members. The development of the RAB concept was meant to ensure and enhance community involvement in the process; providing the community with the opportunity to suggest meeting locations should assure this. Suggested days for community meetings are Tuesday - Thursday, in the evening. However, a community may be agreeable to a pre-planned Open House on a Saturday.

### Special Focus Meetings

When necessary, the RAB may meet for "special focus meetings." These are meetings where a single topic or specific document may be reviewed, discussed, and commented up. This may occur when the RAB determines the need for input and/or consensus on specific issues in order to move ahead. Special focus meetings will require increased coordination between the BEC, the community co-chair and the PPS, to ensure that all of the necessary stakeholders are present at the meeting and that their interests are represented.

## ROLES AND RESPONSIBILITIES

### DoD Component/Installation

1. The DOD component should assume responsibility for the efficient formation and installation of the Restoration Advisory Board.
2. The DOD component should ensure that the RAB is given the opportunity to provide input in the decision-making for the clean-up and re-use programs.
3. The DOD component should provide adequate administrative support for the RAB formation, operation and maintenance.
4. The DOD component should provide the support necessary to develop and/or revise each installation's Public Participation Plan (also called a Community Relations Plan), to reflect the DOD Fast Track policy.
5. The DOD component should ensure that an information repository is established and maintained, and includes all documents distributed to the RAB and the public for review and comment.
6. The DOD component should be responsible for preparing and providing meeting minutes of the RAB meetings to the public.

The DOD component should develop and maintain a mailing list of interested/affected parties.

8. The DOD component is also responsible for any additional policy guidance written in this regard.

#### Restoration Advisory Board (RABS)

1. The RAB should act as a forum for the exchange of information between the community, DOD component, reuse entity, and regulatory agencies regarding the installation's clean-up and conversion programs.
2. The RAB should conduct regular meetings, open to the public, at a time and location convenient for RAB members and the local community.
3. The RAB should participate in the exchange of information between the BRAC team, reuse entities and the community.
4. The RAB should be responsible for representing and communicating community interests and concerns; and functioning in the best interests of the community which they represent.
5. The RAB should review, evaluate, and comment on documents and other such materials related to installation cleanup and conversion.
6. The RAB is also responsible for any additional policy guidance written in this regard.

#### CAL/EPA. Department of Toxic Substances Control (DTSC)

1. The PPS will maintain an awareness of the community interests and concerns.
2. The PPS will ensure that the interests and concerns of those impacted/affected by base closure are forwarded to and heard by the BCT.
3. The PPS will maintain a close working relationship with the BCT and other project support

team members to facilitate communication.

4. The PPS will provide support, where possible, to facilitate the operation of the RAB.
5. The PPS will serve as an information, referral and resource bank for communities, installations and agencies regarding base cleanup and closure.
6. The PPS is also responsible for any additional policy guidance written in this regard.
7. The Environmental Assessment and Reuse Specialists (EARS) will work closely with the community's designated reuse group, the BCT, and the RAB to integrate the community's reuse plan and reuse priorities into the overall installation clean-up plan.
8. The EARS will work with the BCT and the RAB to facilitate resolution of environmental issues and constraints associated with reuse.
9. The EARS will provide information to and serve as a resource for the RAB on the regulatory role in reuse.

#### BRAC Cleanup Team (BCT)

1. The BCT should attend and participate in all RAB meetings.
2. The BCT should maintain a close working relationship between project support team, RAB and others.
3. The BCT should ensure that all interested/impacted parties, and support team members are kept abreast of project activities.
4. The BCT should provide timely and accurate information to the RAB.
5. The BCT should ensure that community input and involvement is actively solicited and seri-

ously considered in BCT decision-making.

6. The BCT should keep themselves apprised of community interests and concerns.

7. The BCT is also responsible for any additional policy guidance written in this regard.

# Restoration Advisory Board Fact Sheet

(Name and Location  
of Installation)

## RESTORATION ADVISORY BOARD (RAB)

### Background

On July 2, 1993, President Clinton announced a five-part program to speed the economic recovery at communities where military bases are slated to close. The Department of Defense (DOD), on September 9, 1993, issued guidance entitled "Fast Track Cleanup at Closing Installations," to implement the President's plan to expedite the cleanup and reuse of these closing military bases.

In (Month & Year), Congress approved the Base Realignment and Closure (BRAC) Commission's recommendation to include (Name of Installation) in the (first, second, or third) round of military base closures. (Name of Installation) is scheduled to close in (Month & Year).

A key element of the DOD guidance deals with improving public involvement opportunities in the base clean-up program, including the establishment of a Restoration Advisory Board (RAB) at each closing or realigning base where property will be available for transfer to the community. The RAB will replace the existing Technical Review Committees (TRC).

### What is a RAB?

The RAB is an advisory body designed to act as a focal point for the exchange of information between (Name of Installation) and the local community. The RAB is intended to bring together community members who reflect the diverse interests within the local community, enabling the early and continued two-way flow of information, concerns, values, and needs between the affected community and the BRAC Closure Team (BCT). The RAB will work in partnership with the BCT on clean-up issues and related matters throughout each facility's cleanup and transition to civilian reuse.

RAB members will be asked to meet regularly and review and comment on technical documents and plans

relating to the ongoing environmental studies and clean-up activities at (Name of Installation). Members will be expected to serve as a liaison with the community and be available to meet with community members and groups. Members will be expected to serve a two-year term. All RAB meetings will be open to the public. Technical support staff will be available to provide informational support and explanation to RAB members.

### How to Become a RAB Member?

Community members interested in finding out more about the RAB are invited and encouraged to attend a community meeting (Name of Installation) will conduct on (date & time). At the meeting, you will learn about the purpose of the RAB, membership opportunities and member expectations, and hear an update on the status of base clean-up activities and future plans. RAB membership applications will be available at the community meeting. The community meeting will be held at the following address:

(Location & address)

If you have questions about the RAB or are interested in applying for RAB membership, applications can also be obtained by contacting:

(PAO/other base contact person)  
(address & phone number)

(DTSC Public Participation Specialist assigned  
(address & phone number)

All membership applications must be received by (Deadline for Applications). Applications will be reviewed and approved by members of DTSC, U.S. EPA, and (Name of Installation).

## PUBLIC NOTICE

(Name of Installation)  
Formation of Restoration Advisory Board  
Membership Solicitation

On July 2, 1993, President Clinton announced a Five-Point Plan to speed the economic recovery of communities where military bases are slated to close. A major element of the President's program is the establishment of a Restoration Advisory Board (RAB) at closing bases. The RAB is intended to improve public participation by involving the community in the decision-making process during the ongoing environmental studies, including the Installation Restoration Program.

The existing Technical Review Committee (TRC) will be expanded to become a RAB. The RAB will include community members who reflect the diverse interests of the local community. RAB members will have an opportunity to provide input on activities that will accelerate the cleanup and conversion of the base for reuse by the community.

RAB members will be asked to review and comment on technical documents relating to the ongoing environmental studies and clean-up activities at (Name of Installation). RAB members will have the opportunity to provide input on activities that will accelerate the cleanup and conversion of the base for economic reuse. Members will also be expected to serve as a liaison between the community and the RAB and be available to meet with community members and/or groups. RAB meetings will be open to the public.

Applications can be obtained by contacting:

(PAO/other Installation contact person)  
(address & phone number)

(DTSC Public Participation Specialist assigned)  
(address & phone number)

Members will be expected to serve a two-year term and attend RAB meetings regularly. Applications will be reviewed and approved by representatives from the (Name of Installation), U.S. Environmental Protection Agency, and California Environmental Protection Agency. To qualify, applicants must be local residents of (Name of Cities or Counties) that are impacted/affected by (Name of Installation) closure and/or conversion.

MEMBERSHIP APPLICATION

(NAME OF INSTALLATION)  
RESTORATION ADVISORY BOARD

Conditions for Membership:

Restoration Advisory Board (RAB) members are expected to serve a two-year 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 Installation Restoration Program at (Name of Installation). Members will be expected to be available to community members and groups to facilitate the exchange of information and/or concerns between the community and the RAB.

Priority for RAB membership will be given to local residents that are impacted/affected by the closure and/or conversion of (Name of Installation).

\*\*\*\*\*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street Apt.# City Zip

Phone:( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Daytime Home Fax

1. Are you affiliated with any group? \_\_\_\_\_

2. Briefly state why you would like to be considered for membership on the Restoration Advisory Board (RAB). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. What has been your experience working as a member of a diverse group with common goals?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. The community co-chairperson will be elected by members of the RAB. Please indicate if you are interested in being considered for the community co-chairperson position on the RAB by checking the box below:

Yes, I would like to be considered.

5. Are you willing to serve a two-year term as a member of this RAB?

Yes, I am willing to serve for 2 years.

6. By submitting this signed application, you are aware of the time commitment which this appointment will require of you.

7. By submitting this signed application, you willingly agree to work cooperatively with other RAB members to ensure the efficient and effective use of RAB resources in contributing to the cleanup and conversion of (Name of Installation).

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Applicant Signature

Date

Dear (Technical Review Committee Member/Community Member):

## RESTORATION ADVISORY BOARD FORMATION

On July 2, 1993, President Clinton announced a five-part program to speed the economic recovery at communities where military bases are slated to close. The Department of Defense (DOD), on September 9, 1993, issued guidance entitled "Fast Track Cleanup at Closing Installations," to implement the President's plan to expedite the cleanup and reuse of these closing military bases.

A key element of the DOD guidance deals with improving public involvement opportunities in the base clean-up program, including the establishment of a Restoration Advisory Board (RAB) at each closing base. The existing Technical Review Committee (TRC) will be expanded to become a RAB. The RAB will include community members who reflect the diverse interests of the local community. RAB members will have an opportunity to provide input on activities that will accelerate the cleanup and conversion of the base for reuse by the community.

RAB members will be asked to meet regularly and review and comment on technical documents and plans relating to the ongoing environmental studies and clean-up activities at (Name of Installation). RAB members will be expected to serve as a liaison with the community and be available to meet with community members and groups. Members will be expected to serve a two-year term. All RAB meetings will be open to the public.

If you are interested in applying for RAB membership for (Name of Installation), please complete the enclosed application and return it to the following address not later than (Deadline for Applications):

(Base contact, name address and phone number, and/or  
DTSC Public Participation Specialist assigned)

Applications will be reviewed and approved by representatives of (Name of Installation), the California Environmental Protection Agency, and the U.S. Environmental Protection Agency.

Sincerely,

(Installation Official)

Enclosure