



DEPARTMENT OF THE NAVY  
COASTAL SYSTEMS STATION DAHLGREN DIVISION  
NAVAL SURFACE WARFARE CENTER  
6703 WEST HIGHWAY 98  
PANAMA CITY FL 32407-7001

IN REPLY REFER TO:

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NSWC PANAMA CITY

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Bay County Board of County Commissioners  
Attn: Honorable Jonh Robbins, Chairperson  
310 West 6th Street  
Panama City, FL 32402

Dear Mr. Robbins:

The Naval Surface Warfare Center, Coastal Systems Station (NSWCCSS) is in the process of converting the current Technical Review Committee (TRC) into a Restoration Advisory Board (RAB). NSWCCSS is expanding our TRC to further increase the opportunity for community involvement in our Installation Restoration (IR) Program.

NSWCCSS appreciates your efforts as a member of the TRC over the past few years and hopes for your continued participation on the RAB. Our goal at NSWCCSS is to bring interested and affected community members into the environmental decision-making process and to facilitate the continued flow of information between the community, Navy, and regulatory agencies.

We do not envision that the established RAB will function very differently from the existing TRC; however, all meetings will be open to the public and minutes recorded. In addition, with more community members on the RAB we will provide orientation sessions to introduce the cleanup process and terminology. Enclosure (1) provides additional information on the RAB.

In order to expand the current community representation on the TRC, NSWCCSS will conduct a public outreach effort to inform the community of this effort and request applications for membership from interested parties. As part of this outreach, we will conduct the following activities:

1. Mail out a letter requesting community participation on the RAB, a fact sheet describing the purpose of the RAB, and a RAB application form to area households, post office boxes, and targeted groups in close proximity to the Station.

2. Advertise in the local and base newspapers, church bulletins, and radio stations.

3. Hold two public information briefings on December 5 (evening) and December 6 (afternoon) to describe the purpose

of the RAB, membership responsibilities, and the membership selection process. Applications for membership will be available at the meeting.

The community briefings will also include a poster session before and after the RAB presentation to summarize the status of the IR Program, specifically the results of the Phase 2 RCRA Facility Investigation. We hope you are able to attend the community briefings so please mark your calendar for December 5 and 6.

Applications for RAB membership will be due back to NSWCCSS in early December and, assuming there is community interest, we will select the RAB by the end of December. NSWCCSS will convene a selection panel to review applications and may request your participation in that review in the near future.

As you are aware, we are now at a very busy stage in the environmental cleanup program and we look forward to our community's involvement and support. If you have any additional ideas on how to solicit interest in RAB membership or have any questions, please call Mr. Arturo McDonald at (904) 234-4743.

Sincerely,



D. L. GREEN

Assistant Public Works Officer  
By direction of  
the Commanding Officer

Encl:  
(1) Fact Sheet