

GUIDANCE FOR DEVELOPING RESTORATION ADVISORY BOARDS

INTRODUCTION

The Department of Defense (DOD) is committed to encouraging local community involvement during environmental investigations and cleanup actions at DOD sites. Involving the public as early as possible is essential for maintaining community understanding and support for DOD actions.

In July 1993, President Clinton announced a five-part program to speed up the economic recovery in communities where military bases are slated for closure. DOD responded by issuing a policy memorandum (dated September 9, 1993) providing guidance on implementing "Fast Track" cleanup initiatives at closing installations. The guidance stresses involving local communities in cleanup issues at the installation by making information concerning the cleanup available, by providing opportunities for public comment on cleanup activities, and by establishing and seeking public participation on Restoration Advisory Boards (RAB). The DOD guidance is modeled after the U.S. Environmental Protection Agency's (EPA) Interim Report of the Federal Facilities Environmental Restoration (FFER) Dialogue Committee (also known as the Keystone report), with some modifications.

The Department of the Army (DA) has taken the DOD policy and developed RAB guidance for Army installations (both active and base closure). This guidance consists of the following sections:

- I. Purpose
- II. Selection of Co-Chairpersons
- III. Selection of Members
- IV. Procedures
- V. Support
- VI. Funding
- VII. Community Involvement.

For questions concerning this guidance, contact Ms. Robin Stein at (410) 671-1532 or DSN 584-1532. For questions regarding community involvement in the RAB, contact Ms. Catherine Stalcup at (410) 671-2556 or DSN 584-2556, at the U.S. Army Environmental Center (USAEC).

I. PURPOSE

A. The RAB is to be a forum for discussion and exchange of information about an installation's environmental restoration program, between Governmental agencies and the affected community. It will provide an opportunity for the community to review restoration progress, to include related issues of land reuse, and to participate in dialogue with the decision makers. Although the RAB will focus on environmental restoration only and will not be a forum for other community concerns, related issues of land reuse may need to be addressed, particularly at Base Realignment and Closure (BRAC) sites. Non-cleanup issues will be referred to the appropriate installation officials for processing.

B. Not all Army installations will establish a RAB. In the case of BRAC sites, those sites which involve transfer of property to the community will establish a RAB. For the remaining BRAC sites and active sites, the DA is encouraging RABs only where community interest is sufficient and sustained. Criteria for determining sufficient interest are: a local Government formally requests that a RAB be formed; fifty local residents sign a petition requesting that a RAB be formed; or an installation determines that a RAB is needed.

C. RAB member responsibilities are:

- 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 documents;
- identifying project requirements;
- recommending priorities among sites or projects; and
- identifying applicable standards and, consistent with Section 121 of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), proposing cleanup levels consistent with planned land use.

D. The RAB is to be composed of Army, U.S. Environmental Protection Agency (EPA) and state environmental regulatory representatives, local Government representatives, and members of the local community.

E. Where Technical Review Committees (TRC) exist, they will be expanded or modified to become RABs. These modifications shall include additional community representatives, a community co-chairperson and meetings open to the public.

II. SELECTION OF CO-CHAIRPERSONS

The RAB will be chaired jointly by an Army representative and a member of the local community. The Army and community co-chairperson shall share leadership responsibilities. The responsibilities of each co-chairperson shall be defined in the RAB's ground rules and operating procedures.

A. Army Co-Chairperson

The Army co-chairperson will be appointed by the installation commander. The commander may serve as the co-chairperson if he/she so desires. If other sufficient experience and rank or grade to appropriately implement the RAB responsibilities.

B. Community Co-Chairperson

The public members of the RAB shall select the community co-chairperson. The manner of selection should be left to their discretion.

III. SELECTION OF MEMBERS

The installation commander/Army co-chairperson 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.

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.

It is recommended that the RAB be no larger than 20 individuals but no smaller than is necessary to adequately reflect the diverse community interests regarding installation cleanup and closure.

A. SELECTION OF ARMY INSTALLATION MEMBERS:

In addition to the Army co-chairperson, the installation commander may select an additional installation representative to serve on the RAB. The additional 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, these individuals may still be required to attend the RAB meetings and provide support.

B. SELECTION OF REGULATORY AGENCY MEMBERS:

The installation commander or Army co-chairperson will contact the EPA and state regulatory agencies to request that they appoint their respective members to the RAB. For installations where TRCs already exist, representation by current regulatory members should be strongly encouraged to preserve continuity.

C. SELECTION OF COMMUNITY MEMBERS

Selection of the community members can be performed in a five-step process:

STEP ONE: The installation commander (in consultation with the EPA and state) identifies the diverse community interests, which 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, civic groups, etc. For BRAC installations, a representative(s) of the local reuse committees should be included.

STEP TWO: The installation commander (in consultation with the EPA and state) 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. (See paragraph III.D. for options on forming a selection panel.)

STEP THREE: The selection panel identifies the diverse community interest groups that need to be represented by the RAB. The panel then develops a solicitation process and establishes criteria for selection of RAB members.

RECOMMENDED SOLICITATION PROCESS: The following process is designed to solicit for members from the diverse interest groups identified by the selection panel and to allow any other interested community members to be considered for RAB membership:

1. announce participation opportunities through news releases and paid public notices (sample is at attachment 1);
2. develop a community interest form to determine community concerns and participation interest (sample is at attachment 2);
3. establish a time period for receipt of the community interest forms;
4. mail letters of invitation (sample at attachment 3), fact sheets (sample at 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;
5. place fact sheets and community interest forms in information repositories
6. hold an initial meeting about RABs to discuss purpose, member solicitation process, membership responsibilities; 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 which reflect the diverse interests of the community. The community interest forms submitted will be used in developing this list. The selection panel submits the list of suggested RAB members to the installation commander for approval.

STEP FOUR: The installation commander (in consultation with EPA and state) 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 installation commander will specify the weaknesses to be corrected. The selection panel will be instructed to develop anew 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:

1. send letters to the selected RAB members to notify them of their selection, the names of all the RAB members, and the date of the first RAB meeting;
2. send letters to those who submitted community interest forms, announcing the names of the RAB members, thanking them for their interest,
3. send news releases to the local newspapers and place paid public notices in the local newspapers announcing the names of the RAB members and date of the first RAB meeting.

D. OPTIONS FOR FORMING THE SELECTION PANEL

It is recommended that the selection panel be made up of community members and reflect the diverse interests identified in STEP ONE of paragraph III.C. Options which can be used for forming the selection panel include the following:

- installation commander (in consultation with EPA and State) organizes a selection panel of community members to nominate RAB members;

or

- installation commander (in consultation with EPA and state) has a neutral facilitator establish the selection panel;

or

- installation commander (in consultation with EPA and state) has community representatives choose the members of the selection panel;

or

- installation commander (in consultation with EPA and State) places paid public notices in the local newspapers asking for volunteers to serve on the selection panel;

or

- installation commander (in consultation with EPA and state) asks existing community members of the TRC to act as the selection panel;

or

- installation commander, EPA and state representatives each nominate community members to serve on the selection panel.

E. RAB MEMBERSHIP ADDITIONS AND RESIGNATIONS

Additions and resignations to the RAB can be made at any time the RAB deems necessary. Procedures for additions and resignations should be outlined in the operating procedures. It is recommended that once the RAB members have been selected, the Army co-chairperson should keep the remaining community interest forms on file for future reference. If selected RAB members resign in the future, the original community interest forms could be used as a potential source for new members.

IV. OPERATING PROCEDURES

The intent of the RAB is to serve as a forum for the early and continued exchange of cleanup information among the community, installation and regulatory agencies. To further these objectives, the RAB as a minimum will:

A. Conduct regular meetings. Meetings should be held at least quarterly. All RAB meetings will be open to the public. Public attendance and participation will be actively encouraged by holding RAB meetings at convenient times and locations within the community. The meetings must be announced in appropriate local media well in advance. Minutes of the meetings will be kept and made available to the public through the information repositories.

B. Develop, maintain and use a mailing list of names and addresses of interested parties who wish to receive information on the cleanup process. RABs must ensure that information is provided to addressees in a timely manner.

C. Review, discuss, and evaluate a wide range of draft and final technical documents, status reports on proposed and final plans related to the cleanup. Such reviews will be conducted within the time frames specified for review by appropriate regulatory agencies. No delays in the preparation of draft or final documents should result from the RAB's participation in the review process.

D. Identify potential project requirements and provide input on priorities among sites or projects and consistent with 121 of CERCLA, propose cleanup levels consistent with planned land use.

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 maybe considered cause for dismissal. If, after selection, any RAB member is unable to participate fully, the member should submit his/her resignation in writing to either RAB co-chairperson. Resigning members are permitted to nominate new members to replace them. The new members must, however, continue to reflect the diversity of community interests, including those of minority and low-income groups.

When a RAB is established, RAB members must develop appropriate ground rules and operating procedures to assure open, efficient and productive operation. These ground rules should ensure that the RAB maintains its focus on environmental restoration issues and does not become a sounding board for non-restoration environmental issues or other community concerns. Further, they should reflect that RABs are not advisory committees, as that term is used in the Federal Advisory Committee Act (FACA), 5 U.S.C. appendix 2. All advice and recommendations provided to the Government by RABs must be offered by the members in their individual capacities rather than by the consensus of the RAB. If the RAB members determine consensus advice and recommendations are necessary, they should consult with legal counsel on FACA applicability.

V. SUPPORT

A. Technical Support

To ensure that RAB members clearly understand the technical issues involved, some level of technical support from the Army may be necessary. It should be made clear to the RAB members, however, that an independent technical assistance source will not be provided. The technical support deemed necessary will be available to the installations through the major Army commands (MACOMs), major subordinate commands (MSCs), USAEC, U.S. Army Environmental Hygiene Agency (USAEHA), or Corps of Engineers. Examples of the type of technical support that will be provided include updates and status reports on ongoing restoration programs or efforts, explanation of technical and risk assessment data, planning and facilitating site visits and preparation of briefing packages and handouts. For general questions on technical support issues, contact the USAEC RAB point of contact Ms. Robin Stein at (410) 671-1532 or DSN 584-1532.

1. MACOM, MSC, USAEC and Corps of Engineers Support

In-house and contractual support to explain technical data and related technical issues will be provided by the MACOMs, MSCs, USAEC and/or Corps of Engineers to support the RABs. In many cases, the technical support needed will be provided by a USAEC or Corp of Engineers contractor already performing work at the installation. Installations should coordinate with their respective executing agencies to ensure the type and level of contractual support necessary is included in current contracts.

2. Army Medical Department (AMEDD)/USAEHA Support

The installation Preventive Medicine (PM) Activity has a staff of physicians and environmental health specialists. USAEHA at Aberdeen Proving Ground, MD, has a staff of environmental health professionals, to include scientists, geologists, engineers and physicians, to assist the RABs in resolving technical issues. USAEHA also has regional Direct Support Activities (DSAs) at Fort Meade, MD (commercial (301) 677-7403, DSN 923-7403); Fort McPherson, GA (commercial (404) 752-3332, DSN 572-3332); and Fitzsimons Army Medical Center, CO (commercial (303) 361-8866, DSN 943-8866) that can provide direct support to the installations. The installation PM Activity and USAEHA can provide support to the RABs in the following ways:

a. The local PM personnel at the installation provide first line support to the RABs as directed by AR 200-1 and DA Pam 40-578. The PM personnel can provide day-to-day contact with the RAB members and can attend meetings on a routine basis. They can collect risk assessment issues for The Surgeon General to address and they can answer health-related questions.

b. At installations without PM Activities, the environmental professionals at the USAEHA DSAs can provide support for the RABs, attend meetings and collect health assessment issues but at a less frequent interval. However, the DSAs are capable of providing more technical support to the RABs than the installation PM Activities. At installations with PM Activities, the DSAs can also provide consultative support to the PM Activity and to the RAB.

c. For specialized expertise necessary to resolve technical questions regarding human and environmental risk, USAEHA can provide support to the RABs through the Health Risk Assessment Branch point of contact, MAJ Arthur P. Lee, commercial (410) 671-2953 or DSN 584-2953. USAEHA can also provide risk communication support to the RABs through public meeting and public availability session support. The USAEHA risk communication point of contact is Mr. Rick Bowlus, commercial (410) 671-2953 or DSN 584-2953.

B. Administrative Support

The Army co-chairperson will ensure that administrative support is available to the RAB. This can be accomplished using either in-house personnel or contractual support. Examples of administrative functions which may require support include organization and facilitation of public meetings, modification of Public Involvement Response Plans (PIRP) or Community Response Plans (CRP) to incorporate RAB requirements, documentation and distribution of meeting minutes and establishment of a mailing list.

C. The USAEC Public Affairs Office (PAO) is available to assist the installations in modifying their CRP/PIRP to incorporate the RAB concept, policy and procedures. The USAEC PAO will also assist the installations in the implementation of the CRP/PIRP

RAB requirements. The USAEC PAO point of contact is Ms. Catherine Stalcup at (410) 671-2556 or DSN 584-2556.

VI. FUNDING

A. Public Participation

Public participation on the RAB will be strictly voluntary. The Army is currently not authorized to provide technical assistance grants or direct financial support to the public members for their services. The Army co-chairperson must ensure this fact is clearly understood by the public during the member recruitment process and prior to any final commitment by a public representative to serve on the RAB.

B. Administrative and Technical Support

1. The formation and operation of a RAB may require additional funding for technical and administrative support as defined in Section V. The need and level of additional funding will depend on the community involvement activities already in place and whether the installation has an active TRC which can be expanded into a RAB. Examples of RAB requirements which may generate the need for additional funding include renting larger facilities to hold meetings and extra copies of materials due to an increase in public members, the taking and distribution of minutes, public notices and press releases and the development and use of a mailing list for interested parties.

2. Costs associated with either administrative or technical support to the RABs are eligible for funding from either the Defense Environmental Restoration Account (DERA) or the Base Closure Account, whichever is appropriate. To obtain necessary funding, the installations must identify their needs to their appropriate MACOM using the RCS-1383 process. Installations shall submit a separate RCS-1383 request for these funds and title it "RAB Support".

VII. COMMUNITY INVOLVEMENT

When establishing a RAB, it is essential to have community involvement right from the start. RABs should encourage the public to participate in discussions throughout the environmental restoration process.

Many communication techniques are available to encourage public involvement. In implementing any of these techniques, remember to coordinate with the installation's public affairs officer. The following are recommended steps an installation can take:

A. A CRP or PIRP should be in place, which is a plan of action for keeping the community involved and informed. At a minimum, this CRP/PIRP should contain the following:

1. An environmental history of the installation.
2. Communication strategies to keep the following informed, if applicable:
 - installation employees/residents;
 - Army representatives, and state and EPA regulators;
 - local community (including business, religious communities and schools) and local residents;
 - minority and low income groups;
 - local officials/agencies;
 - and other groups (environmental organizations, Homeowners Associations, local reuse committees, Technical Assistance Grant recipients, TRC members, civic/public
3. Communication techniques such as news releases, fact sheets, letters, public meetings, site tours, briefings, "hotline" telephone numbers, etc.
4. A mailing list.
5. Newspaper clippings about the installation's environmental program.
6. Locations of information repositories and meeting places.

B. If a CRP/PIRP already exists, it should be amended by inserting RAB information (such as meeting minutes, descriptions of public involvement activities the installation has taken, etc.) as addenda to the plan.

Make sure the plan and addenda are in the information repositories. At the Record of Decision stage, the USAEC PAO can help revise CRP/PIRP to include the RAB information in the body of the plan instead of as addenda, if desired.

C. Mailing List: Develop and maintain a list of RAB members, elected officials, the local media, community groups, members of the public, and Army points of contact (technical and public affairs). Public notices, fact sheets and other handout materials, should be sent to all people on the mailing list. Note that the Privacy Act prohibits release of names, addresses and phone numbers without prior consent.

D. Information Repositories: Establish in the local area (on- and off-post). These repositories, generally located at libraries, should store Army reports on the remedial investigation/feasibility study (RI/FS), Proposed Plan, the CRP/PIRP, the RAB meeting minutes, etc. Provide those documents to the information repositories and publish a public notice in the local newspapers announcing their availability for public review. Instruct the individuals maintaining the repository not to allow the documents to be removed from the premises.

E. Handouts: At the first RAB meeting, provide handouts, such as fact sheets (outlining the purpose of a RAB and the duties and responsibilities of its members, information about your installation, etc.) and community interest forms for those interested in joining the RAB.

F. Media Education: Develop "press packets" for the media with fact sheets about the RAB, background fact sheets about your installation and the environmental investigation, etc.

G. Letters: Send letters of invitation to those on the mailing list, inviting them to attend the RAB meetings.

H. Public Notice: Paid public notices should be published in the local newspapers to establish a RAB, change a TRC to a RAB, announce dates/times/locations of upcoming RAB meetings, seek new RAB members, announce the availability of documents (including meeting minutes) in information repositories, etc.

I. RAB Meetings: Open them to the public and announce them in the local newspapers at least two weeks before the meeting date.

J. Meeting Minutes: Make them available to the public by placing them in information repositories. Publish a public notice in the local newspapers announcing the availability of the minutes in the repositories.

K. The USAEC PAO: Ms. Catherine Stalcup is the Army's RAB point of contact for public affairs issues. She may be reached at (410) 671-2556 or DSN 584-2556.

**** SAMPLE FACT SHEET ****

The U.S. Army is conducting environmental investigations and cleanup actions at Army installations nationwide under the Installation Restoration Program. Fort X will be undergoing such an investigation. To keep the public informed about its cleanup activities and provide opportunities for public involvement in its environmental restoration program, Fort X is planning 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 investigations and cleanup actions. The RAB will not take the place of Fort X's current public involvement activities; it will be established to 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 documents;

identifying project requirements;

recommending priorities among sites or projects; and

identifying applicable standards and, consistent with Section 121 of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), proposing cleanup levels consistent with planned land use.

The RAB will include the Army, U.S. Environmental Protection Agency (EPA) and/or state environmental regulatory representatives, and members of the local community. The Army co-chairperson 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 cleanup 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 be willing to devote ample time to review Army documents within a prescribed timeframe.

A community meeting about the proposed RAB is scheduled for (DATE AND TIME) at Fort X's auditorium (LOCATION). Community Concerns and Participation Interest surveys will be distribute 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 cleanup activities and future plans. For more information, call (NAME OF POC), Fort X, at XXX-XXXX.

2 ** SAMPLE COMMUNITY INTEREST FORM **

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

Name: _____

Address: _____

Telephone number: () _____ () _____

Daytime Home

Fax number: () _____

PART I: ENVIRONMENTAL INTERESTS AND CONCERNS

This portion of the form will give the (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? 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?

- 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.

Attachment 2

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 be on the mailing list. ___ No, I would not like to be 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 selection 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 the 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. What has been your experience working as a member of a diverse group with common goals?
3. The community co-chairperson will be selected by the public members of the RAB. Please indicate if you are interested in being considered for the community co-chairperson position by checking the box below:

NO

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-chairperson.

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,
- understand the following Privacy Act information regarding providing your name, address and telephone number for this survey:

PRIVACY ACT NOTICE

Authority: 10 U.S. Code (USC) 2705(c) and 42 USC 9620(f), -State and local participation in cleanup of federal facilities.

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

Routine Uses: The requested information will be used to develop a list of interested persons from which the community members of the RAB will be selected. The information will also be used by the Army 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

SAMPLE LETTER OF INVITATION **

Dear Mr./Ms. Y.:

Fort X will be undergoing an environmental investigation to determine what, if any, contamination exists due to Fort X's past operations. To keep the public informed about and involved in the environmental 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 to you an invitation to attend a meeting about the RAB. The community meeting is scheduled for (DATE AND TIME) at Fort X's auditorium (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).

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

Sincerely,

Fort X Commander

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Attachment 3 SAMPLE PUBLIC NOTICE ****

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

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 (EPA), 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 co-chairperson will be selected by the community members of the RAB. The RAB will meet on a (monthly? quarterly?) basis and the meetings will be open to the public.

This first meeting to discuss the RAB 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 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 documents within prescribed timeframes. For more information on participating in the RAB or obtaining a community interest survey, call (Name and Number of Point of Contact).