

U.S. Department of Energy  
Charter  
Environmental Management Advisory Board

1. Committee's Official Designation:

Environmental Management Advisory Board (Board).

2. Committee's Objective, Scope of Activity, and Duties:

The Board will provide, in accordance with the Federal Advisory Committee Act, the Assistant Secretary for Environmental Management (EM) with information, advice, and recommendations concerning issues affecting the EM program. The Board will be informed of the progress on the EM program at regular intervals to be determined by the Assistant Secretary.

The Board will perform the following duties:

- a. Recommend options to resolve difficult issues faced in the EM program including, but not limited to: project management and oversight; cost/benefit analyses; program performance; contracts and acquisition strategies; human capital development; and site end-states activities; and
- b. Issue reports and recommendations as necessary.

3. Time Period Necessary for the Board to Carry Out Its Purpose:

Because the task of the Board is to advise agency officials on a series of EM strategies and provide advice on corporate issues, the time period required to carryout its purpose is continuing in nature.

4. Official to Whom this Board Reports:

The Board will report to the Assistant Secretary for EM.

5. Agency Responsible for Providing Necessary Support for the Board:

United States Department of Energy (DOE), Office of Environmental Management

6. Description of Duties for Which the Board is Responsible:

The duties of the Board are solely advisory and are stated in Paragraph 2, above.

7. Estimated Annual Operating Costs in Dollars and Person-Years:

DOE will provide resources sufficient to conduct its business as well as travel and subsistence (per diem) expenses for eligible members. The approximate annual cost is \$350,000 in direct federal and contractor costs, and approximately two full-time equivalents.

8. Estimated Number and Frequency of Board Meetings:

The Board will meet semi-annually or as deemed appropriate by the Assistant Secretary for EM. Specialized committees of the Board will meet as deemed appropriate by the Assistant Secretary.

9. Termination Date (if less than 2 years from the date of establishment or renewal):

Continuing.

10. Members:

Members of the Board shall be appointed by the Secretary of Energy for up to three years to achieve continuity in membership and to make use of the acquired knowledge and experience with EM projects. Members serving as experts in their respective fields shall be appointed as special Government employees or as representatives of entities including, among others, research facilities and academic institutions, should the Board's tasks require such representation. Members may be reappointed for additional terms of up to three years.

11. Organization and Subcommittees:

The Board shall report to the Assistant Secretary for EM or other DOE officers designated by the Assistant Secretary.

The Board is authorized to constitute such specialized committees to carry out its responsibilities as the Assistant Secretary finds necessary. Committees will report through the Board.

Individuals with specialized skills who are not members of the Board may be consulted by the Board on specialized committees, as approved by the Chairperson in consultation with the Designated Federal Officer.

12. Chairperson:

The Assistant Secretary for EM appoints the Chair from the Board membership.

**JAN 23 2008**

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Date

*Carol A. Matthews*

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Carol A. Matthews

Acting Advisory Committee Management Officer

**JAN 23 2008**

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Date Filed: