

# Introduction to the Environmental Management Site Specific Advisory Board

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February 22, 2024



U.S. DEPARTMENT OF  
**ENERGY**

OFFICE OF  
**ENVIRONMENTAL  
MANAGEMENT**

# Agenda

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- Federal Advisory Committee Act (FACA)
- Key Players
- DOE Advisory Boards
- EM Site Specific Advisory Board (EM SSAB)
- EM Advisory Board (EMAB)

# When was the first U.S. Advisory Committee?

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President George Washington sought advice from an advisory committee during the Whiskey Rebellion of 1794

# Federal Advisory Committee Act (FACA)

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- Enacted in 1972
- Ensures is objective and accessible to the public
- Formalize process for establishing, operating, overseeing and terminating advisory boards
- Created the Committee Management Secretariat
- Requires that boards advise and recommend, not decide and implement

# FACA By the Numbers

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- ~1,000 federal advisory committees in existence at any time
- ~75,000 committee and subcommittee members at any time
- ~60 executive departments/agencies sponsor committees each year
- ~1,000 reports issued each year
- ~7,000 meetings held each year
- ~\$335M spent in FY 2022
- ~1,500 FTE in FY 2022

# DOE's Advisory Committees/Boards

21st Century Energy Workforce Advisory Board

Advanced Scientific Computing Advisory Committee

Advisory Committee for Nuclear Security

Appliance Standards and Rulemaking Federal Advisory Committee

Basic Energy Sciences Advisory Committee

Biological and Environmental Research Advisory Committee

Biomass Research and Development Technical Advisory Committee

DOE/NSF Nuclear Science Advisory Committee

Electric Vehicle Working Group

Electricity Advisory Committee

Environmental Management Advisory Board

Environmental Management Site-Specific Advisory Board

Fusion Energy Sciences Advisory Committee

High Energy Physics Advisory Panel

Hydrogen and Fuel Cell Technical Advisory Committee

Industrial Technology Innovation Advisory Committee

Methane Hydrate Advisory Committee

National Advisory Committee on Coal

National Petroleum Council

National Quantum Initiative Advisory Committee

Nuclear Energy Advisory Committee

President's Council of Advisors on Science and Technology

Secretary of Energy Advisory Board

State Energy Advisory Board

Technical Panel on Magnetic Fusion

# Key Players

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- GSA Committee Management Secretariat
- Department of Energy – Headquarters
  - Committee Management Officer (CMO)
  - Designated Federal Officer (DFO)
  - EM SSAB Staff
- Department of Energy – Field Sites (EM SSAB only)
  - Deputy Designated Federal Officer (DDFO)
  - Local Board Staff

# EM Site-Specific Advisory Board (EM SSAB)

- DOE's largest advisory board with ~200 members
- Operates under one charter
- Made up of eight local boards



# EM SSAB Purpose/Scope

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- Chartered in 1994 under FACA to involve local citizens more directly in DOE EM cleanup decisions
- Made up of community representative members, not experts
- Focuses on transparency and builds trust
- Provides recommendations on such things as: clean-up activities and environmental restoration; waste and nuclear materials management and disposition; excess facilities; future land use and long-term stewardship; risk assessment; and communications.

# EM SSAB Recommendation Statistics

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- Number of recommendations – 1,762 (as of FY 2022)
- Percentage fully or partially implemented – 85% (as of FY 2022)

# EM SSAB Membership

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- Local boards range in size from 10-40 members
- Members are recruited from communities near EM sites
- Members are appointed for a two-year term and can seek reappointment for a total of six years
- Membership should mirror the community in terms of demographics and be fairly-balanced in interests
- Members are volunteers and not compensated

# Work Plans

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- Developed each year by the local site office in conjunction with board members
- Ensures members are focusing their efforts on meaningful activities
- Establishes the frequency of meetings (varies from monthly to quarterly)

# Meetings

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- Must be advertised in the Federal Register
- Open to the public
- Held in a reasonable location and at a reasonable time
- Minutes are produced for each meeting and publicly available

# Semiannual National Chairs Meeting

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- Leadership gathers from each local board to share information and produce national recommendations
- Meeting location rotates amongst the eight sites and HQ
- Opportunity to meet with EM senior leadership

# DOE Responsibilities under FACA

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- Ensure compliance with FACA, regulations, DOE Guidance, and all related agency policies
- Approve agendas for each Board meeting
- Call, attend, and adjourn every Board meeting (includes sub-committees)
- Maintain required committee records (e.g., costs, minutes, membership)
- Prepare Federal Register notices

## DOE Responsibilities under FACA (continued)

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- Prepare annual report to the CMO summarizing Board activities
- Nominate members for appointment
- Ensure all ethical standards are met by Board members
- Ensure that meetings are held at a reasonable time and place, accessible to the public

# Member Responsibilities

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- Attend regular meetings and learn about the site's EM cleanup mission
- Provide recommendations at the request of EM management
- Work collaboratively and respectfully with other Board members
- Avoid techniques such as “bargaining” and acquiescence simply to avoid conflict and reach agreement
- Avoid responding directly to public comments

# Member Responsibilities

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- Don't use your title or represent the board outside of a meeting
- Report if an outside entity is attempting to influence your decisions
- Focus on the Board's mission – collaboratively establishing a work plan
- Notify the DDFO of any potential or perceived conflict of interest

# Conflicts of Interest

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- EM SSAB members are not subject to the same federal ethics regulations as federal employees and Special Government Employees (SGEs).
- As a matter of policy, however, DOE asks that you:
  - Refrain from any use of your membership, which is, or gives the appearance of being, motivated by the desire for private, professional, or financial gain;
  - Recuse yourself from decisions and discussions related to real or perceived conflicts of interest, act impartially, and avoid the appearance of impropriety; and
  - Seek immediate guidance, beginning with the DDFO, if you are offered anything of value such as a gift, gratuity, loan, or favor in connection with advisory board service.

# Contact Info and Useful Links

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EM SSAB - [www.energy.gov/emssab](http://www.energy.gov/emssab)

EMAB - [www.energy.gov/em/emab](http://www.energy.gov/em/emab)

FACA - [www.gsa.gov/faca](http://www.gsa.gov/faca)

FACA database - [www.facadatabase.gov](http://www.facadatabase.gov)



QUESTIONS?