



Department of Energy

Washington, DC 20585

March 21, 2003

MEMORANDUM FOR THE SECRETARY

THROUGH: JOSEPH P. MCMONIGLE
CHIEF OF STAFF

ROBERT G. CABRILLO
UNDER SECRETARY FOR ENERGY,
SCIENCE AND ENVIRONMENT

FROM: JESSIE HILL ROBERSON
ASSISTANT SECRETARY FOR
ENVIRONMENTAL MANAGEMENT

SUBJECT: ACTION: Appointment of the Designated Federal
Officer for the Environmental Management (EM)
Site-Specific Advisory Board.

ISSUE: In accordance with section 10(e) of the Federal
Advisory Committee Act and title 41, Code of Federal
Regulations, section 102-3.120, an agency head must
appoint a Designated Federal Officer for each advisory
committee reporting to that agency. Recently, there
has been a management change in the Office of
Intergovernmental and Public Accountability,
requiring EM to replace the current Designated
Federal Officer.

BACKGROUND: EM's Designated Federal Officer provided
governmental oversight and guidance in interpreting
the Federal Advisory Committee Act, since the
inception of the Environmental Management Site
Specific Advisory Board in 1994. This official has the
responsibility of attending the Committee's meetings,
adjourning a meeting when he or she determines that it
is in the public interest to do so, and approving the
agenda for each meeting.



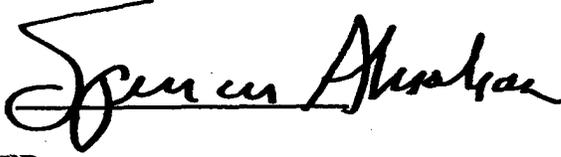
DISCUSSION: As of February 8, 2003, Ms. Martha Crosland, Director of the Office of Intergovernmental and Public Accountability, the current Designated Federal Officer for the Environmental Management Site-Specific Advisory Board, is no longer with EM. I request the approval of Ms. Sandra Waisley as her replacement. Effective February 10, 2003, Ms. Waisley is the Acting Director for the Office of Intergovernmental and Public Accountability and should be appointed to serve in the capacity of Designated Federal Officer for the Environmental Management Site-Specific Advisory Board.

SENSITIVITIES: None

POLICY IMPACT: None

RECOMMENDATION: That the Secretary approve the appointment of Ms. Sandra Waisley as the Designated Federal Officer for the Environmental Management Site-Specific Advisory Board. Biography of Ms. Waisley is attached.

cc: Mr. Kyle McSlarrow, Deputy Secretary

APPROVED: 

DISAPPROVED: _____

DATE: April 2, 2003

Attachment

BIOGRAPHICAL SKETCH

SANDRA L. WAISLEY

Sandra Waisley currently serves at the U.S. Department of Energy (DOE) as the Acting Director of Intergovernmental and Public Accountability. Prior to joining the Office of Environmental Management, Ms. Waisley was Associate Chief Operating Officer of the Office of Civilian Radioactive Waste Management (RW), Washington, D.C., from 2000 to 2002. Before joining DOE/RW, Ms. Waisley served as the Associate Deputy Assistant Secretary and Acting Deputy Assistant Secretary for the Office of Natural Gas and Petroleum Technology, Office of Fossil Energy (FE). She managed DOE's domestic and international oil and gas research and development programs, both upstream and downstream.

Between 1977 and 1989, Ms. Waisley worked with major oil companies, including British Petroleum (BP), Sohio Petroleum Company, and Exxon USA. At BP, Houston, Texas, she served as the Production Manager of Geosciences for Eastern U.S. Onshore, and at Sohio, she was the Supervisor of Geosciences for Lisburne Field, North Slope, Alaska. Ms. Waisley started her career with Exxon as an Exploration Geologist, progressing to Operations Geologist and Senior Production Geologist responsible for exploration prospecting, well planning, and-drilling.

Ms. Waisley holds a M.P.P. degree in Public Policy and Applied Economics from the University of Michigan at Ann Arbor, a M.A. degree in Geological Sciences from the University of Texas at Austin, and a B.S. in Geological Sciences from Cortland State College, NY.