



Department of Energy

Washington, DC 20585

March 11, 2003

I am pleased to appoint you as a member of the Environmental Management (EM) Site Specific Advisory Board, Savannah River, for a two-year period effective upon the date of this letter. Your service is appreciated.

The Board has been established in accordance with the Federal Advisory Committee Act (Public Law 92-463) to provide the Savannah River Operations Office Manager and me with independent, outside advice and recommendations concerning the following EM site-specific issues: cleanup standards and environmental restoration; waste management and disposition; stabilization and disposition of non-stockpile nuclear materials; excess facilities; future land use; long-term stewardship; risk assessment and reduction; and science and technology activities. A copy of the Board's charter is enclosed for your information.

We welcome your participation. Nominees are selected on the basis of their ability to represent local interests and concerns, knowledge of pertinent environmental concerns, physical proximity to the site, experience in consensus building skills, and ability to donate adequate time to Board activities. Also enclosed is a list of the other highly qualified individuals with whom you will be serving.

Board meetings are open to the public, and broad notification of these meetings should encourage public participation. Arrangements will be made for reimbursement of authorized travel and per diem expenses that you incur while serving on the Board.

As a member of the EM SSAB, Savannah River, you will not be considered a Federal employee. There are, however, conflict of interest restrictions that apply to you as a member of an EM SSAB. These restrictions are designed to ensure the integrity in the Board process and the credibility of its work product. As a member of the EM SSAB, you are required to disclose to the Deputy Designated Federal Officer (DDFO) any potential conflict of interest prior to participation in any Board discussion of a matter that would have a direct and predictable effect on any company, organization or entity with which you are associated or in which you have a financial interest. Subsequently, the DDFO, in consultation with counsel, shall decide whether you should recuse yourself from participation in Board activities that would have a direct and predictable effect on such companies, organizations or other entities.



I would appreciate written confirmation of your acceptance of this appointment at your earliest convenience. If you have any questions regarding your appointment, or require additional information, please call Ms. Sandra Waisley, Acting Director of the Office of Intergovernmental and Public Accountability, at (202) 586-3087.

Sincerely,


Jessie Hill Roberson
Assistant Secretary for
Environmental Management

Enclosures