

Wurtsmith Restoration Advisory Board

Operating Procedures

1. Purpose, RAB Mission and Goals, and Definitions

1.1. Purpose

A Restoration Advisory Board (RAB) serves as a forum for addressing issues associated with environmental restoration activities under the Defense Environmental Restoration Program (DERP) at DoD installations and BRAC locations. A RAB is established and operates in accordance with three documents: Title 32, Code of Federal Regulations, Part 202 (32 C.F.R. Part 202), the Restoration Advisory Board Rule Handbook, which was issued by the Department of Defense in March 2007 and Department of the Air Force Instruction (DAFI) 32-7020, *The Environmental Restoration Program*.

These procedures establish operating procedures regarding the scope, characteristics, composition, funding, establishment, operating, adjournment and dissolution of the Wurtsmith RAB.

1.2. RAB Mission Statement and Goals

The Wurtsmith RAB provides the community with the opportunity to become involved in the environmental restoration process at the former Wurtsmith Air Force Base either as a RAB member or through attendance at RAB meetings. This RAB offers members the opportunity to influence cleanup decisions through discussion and to provide input to the installation decision makers. Because representatives of the environmental agencies overseeing cleanup participate in the RAB, the RAB offers members and the public the opportunity to share their questions, concerns and ideas with agencies involved in the cleanup.

The goals of the RAB include:

- Review and comment on environmental restoration documents and activities.
- Exchange research from global sources regarding environmental restoration.
- Serve as a community liaison by providing information to the community and receiving input from the community.
- Maximize efficiency and limit expense in completing environmental restoration efforts.
- Provide positive, solution-focused input to regulators.

1.3. Definitions

1. "AFCEC/CIB" refers to the Air Force Civil Engineer Center, Base Realignment and Closure (BRAC) Program Management Division Chief.
2. "Affected community" means a neighborhood, town, city, or other collection of people and businesses in the vicinity of the former Wurtsmith AFB that are impacted by environmental restoration activities at the BRAC location.
3. "BRAC" means the Base Realignment and Closure Act.
4. "BRAC location" means a DoD installation that is being or has been closed, or is being realigned by BRAC, but is still under the jurisdiction of the Air Force. Also means real property that has been transferred out of the Air Force by the BRAC process, but where the Air Force retains environmental restoration responsibilities. The former Wurtsmith AFB is a BRAC location.
5. "Community RAB member" means an individual identified by community members and appointed by AFCEC/CIB (Chief, BRAC Program Management) to participate in the Wurtsmith RAB who lives and/or works in an affected community or is affected by the environmental restoration program for the BRAC location. Community RAB members may also include representatives from various non-governmental stakeholder groups in the vicinity of the BRAC location.
6. "Environmental restoration" includes the identification, investigation, research and development, and cleanup of contamination from hazardous substances, including munitions and explosives of concern, and pollutants and contaminants.
7. "Government RAB member" means an individual who works for a local, state, or federal government agency, office, or organization that conducts, oversees, is affected by, or otherwise associated with environmental restoration activities at the former Wurtsmith AFB and is appointed by AFCEC/CIB to participate in the Wurtsmith RAB on behalf of his or her government employer
8. "Public participants" means individuals who are not RAB members and may want to attend the RAB meetings, including those individuals that may not live and/or work in the affected community or may not be affected by the BRAC location's environmental restoration program but would like to attend and provide comments to the RAB.
9. "Stakeholders" are those parties that may be affected by environmental restoration activities at the BRAC location, including local and state governments, and current land or business owners, as appropriate.

2. Function

2.1. Board Composition

The total number of Board members shall not be greater than 20. The RAB may consider adjusting the maximum membership at a later date through amendment to these operating procedures as described in Section 2.6.2, Amendments. The board shall consist of community RAB members and government RAB members. Community RAB members are appointed by AFCEC/CIB. The number of community RAB members shall not exceed eleven community RAB members including the community RAB co-chair.

Government RAB members are selected by the government agency they represent and shall include representatives from each of the following government entities: the Air Force Civil Engineer Center, Au Sable and Oscoda Townships, Michigan Department of Environment, Great Lakes, and Energy (EGLE), Oscoda-Wurtsmith Airport Authority, Department of Health District No. 2, Michigan Department of Health and Human Services and the United States Forest Service.

2.2. Board Membership

2.2.1. Applications

Community members may apply for membership to the Board as community RAB members. To be considered, a person must submit an application on a form approved by the Board no later than fourteen (14) days prior to the date of the Board meeting at which nominations will be made. The applicant should either be present or inform one of the co-chairs or the facilitator if they cannot attend.

RAB members whose terms are ending must notify the RAB co-chairs or facilitator of their intention to seek reappointment prior to the roll call for voting on appointments. RAB members are not required to complete a new application unless any information on their previously filed application needs to be updated.

2.2.2 Appointment of Community Board Members

Community members may nominate themselves as a community RAB member. New applicants, as well as members seeking reappointment, shall be considered for membership on the Board. Applicants must be nominated by the RAB and appointed by AFCEC/CIB as stated in section 1.3. Nominations shall be made during the spring meeting of each calendar year. If community Board members cannot attend a meeting, they should communicate with the community RAB co-chair prior to the meeting. To ensure public notification of RAB membership opportunities and the process for self-nomination to the RAB, the Air Force will advertise, as appropriate, in advance of the RAB nomination meeting.

2.2.3 Compensation

Community members shall serve without monetary compensation. All expenses incidental to travel and document review shall be borne by the respective members or their organizations. Subject to the availability of funds, the Air Force may provide training for RAB members if it is unique to and mutually benefits the establishment and operation of the RAB and if it is relevant to the environmental restoration activities occurring at the BRAC location.

2.2.4 Attendance

Members are expected to attend all Board meetings. If a member or his or her designated alternate fails to attend three consecutive meetings, their membership shall be deemed vacated without further action by the Board.

2.2.5 Responsibilities

- The community co-chair is expected to coordinate with the installation co-chair, the facilitator and community members to prepare agendas; ensure that all RAB community members have the opportunity to participate in an open, honest, and constructive manner; ensure that community issues and concerns related to restoration are raised; coordinate with installation co-chair to ensure that periodic training assessments are conducted and training needs are met; assist with information sharing with the general public; report back to the community, and coordinate with other RAB members to ensure that they are adequately representing segments of the community at RAB meetings.
- The installation co-chair is expected to coordinate with the community co-chair and the facilitator to prepare and distribute agendas for meetings; ensure that DoD participates in an open, honest, constructive manner; discuss environmental matters in a manner that will ensure that lay members of the RAB can understand; attend all RAB meetings; ensure RAB members have the opportunity to provide input; ensure community issues and concerns related to restoration are addressed when raised; ensure documents distributed to the RAB are written in layman's terms when possible and made available to the general public; ensure an accurate list of interested parties is developed and maintained; provide relevant policies and guidance documents to the RAB; refer issues not related to restoration to the appropriate officials; report back to the BRAC Program Management Division Chief; produce meeting summaries, and ensure that RAB members receive necessary training.
- The facilitator is expected to coordinate with both co-chairs and other appropriate RAB members as needed to prepare meeting agendas; facilitate RAB meetings so that all RAB members have the opportunity to participate in an open, honest, and constructive manner; ensure that community issues and concerns related to restoration are raised; communicate with RAB members and members of the public on RAB issues as needed between RAB meetings, attend all RAB meetings, track membership, assist with meeting summary development, and assist with overall RAB management.
- Community members are expected to attend meetings; provide individual input in an open, honest, and constructive manner; represent and communicate community concerns to the RAB; act as a conduit for exchange of information; review, evaluate and comment on documents and other materials related to restoration; represent and communicate RAB issues to the community.

- Local and state government members are expected to attend meetings; participate in an open, honest, and constructive manner; serve as a referral and resource on restoration; ensure that state, local and federal environmental standards and regulations are identified and addressed by the installation; facilitate flexible and innovative resolutions of environmental issues and concerns; and assist in education and training of RAB members.

2.2.6 Resignation

Any member who determines he or she is unable to continue to participate fully may submit a resignation in writing to either of the Board co-chairs or the facilitator.

2.2.7 Term

The term of office for a community Board position is approximately two years. Community members appointed as replacements for members unwilling or unable to complete their terms shall serve the remainder of the outgoing member's term. After serving all or part of a term, a member may continue to serve additional terms by complying with the provisions of Section 2.2.1, Applications and Section 2.2.2, Appointment of Community Board Members. The co-chairs and facilitator will be responsible for tracking member term limits.

2.2.8 Removal of Community Members

If necessary, the RAB co-chairs may recommend AFCEC/CIB remove a community member prior to the expiration of his or her term if that person's actions are deemed ineffective or detrimental to the progress of the Board.

2.3 Election/ Appointment of Board Officers

2.3.1 Election of Community Co-chair

The RAB community co-chair shall be selected by a majority vote of community members. The board community co-chair shall serve a 12-month term. A community co-chair may serve two or more terms if approved by the board community members. The community co-chair may choose to resign his or her chair without affecting his or her RAB membership.

If the community co-chair is unable to attend a RAB meeting, he or she will designate another community member of the RAB to carry out the community co-chair's duties at that meeting.

2.3.2 Appointment of Installation Co-chair

The Base Realignment and Closure (BRAC) Program Manager for the former Wurtsmith AFB shall serve as the Installation co-chair, unless the Air Force designates another representative. If the installation co-chair is unable to attend a RAB meeting, he or she will designate an alternate to carry out the installation co-chair's duties at that meeting.

2.4 Board Operation

2.4.1 Meeting Schedule and Location

Regular quarterly RAB meetings shall be held at times approved by the co-chairs. The meetings shall be generally held at the Robert J. Parks Public Library, Oscoda United Methodist Church, or Shoreline Players Community Theater. In the event these three locations are unavailable, the Air Force shall secure an alternate location convenient to the RAB members. Special meetings may be held at any time if deemed necessary by the co-chairs, provided that all members are given a reasonable notice, preferably at least seven business days advance notice of any special meeting.

2.4.2 Public Participation

RAB meetings shall be open to the public. The Air Force RAB co-chair will prepare and publish a timely public notice in a local newspaper of general circulation announcing each RAB meeting. RAB meetings will be held at reasonable times and in a manner or place reasonably accessible to and usable by all participants, including persons with disabilities. Presentation materials and readable maps should be provided to all meeting participants as appropriate. Interested persons will be permitted to attend, appear before, and communicate. Members of the public will have a designated time on the agenda to speak to the RAB committee as a whole. RAB meetings may be presented in-person only, virtually only-, or a combination of the two methods (hybrid), as determined by health or other conditions

2.4.3 Meeting Agendas and Materials

The agenda for each RAB meeting shall be prepared by the co-chairs and the facilitator, with input on suggested topics from RAB members. Agenda items are limited to topics regarding investigations or responses that the Air Force conducts pursuant to the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) at the former Wurtsmith AFB and surrounding areas.. Additionally, the Air Force shall ensure a copy of each meeting's summary, including presentations and reports, are placed on the Wurtsmith RAB documents website (<https://www.afcec.af.mil/Home/BRAC/Wurtsmith/RAB.aspx>).

2.4.4 Meeting Guidelines/Rules

- Respect one another and maintain an atmosphere of open dialogue and exchange of ideas
- Use our time together efficiently, wisely and respectfully
- Listen and remain open to each other's varying points of view
- Speak clearly and succinctly one person at a time; avoid interrupting others
- Share information early, openly and honestly
- Maintain a propensity for progress: prepare, discuss, document and move forward

Accurately and objectively relay to others the discussion that occur at board meetings

2.4.5 Meeting Documentation

Meeting documentation shall provide the topics discussed at RAB meetings and be posted to the Wurtsmith RAB documents website (<https://www.afcec.af.mil/Home/BRAC/Wurtsmith/RAB.aspx>). Documentation includes meeting minutes or transcripts, and presentation slides and posters.

2.4.6 Technical Documentation

Access to technical documentation and related communications, which pertain to the environmental restoration of the former Wurtsmith AFB, is essential to RAB members' ability to influence cleanup decisions through discussion and to provide input to the installation decision makers. Finalized technical documents will be posted to the Air Force Administrative Record (<https://ar.afcec-cloud.af.mil/Search.aspx>), and important updates will occur by the RAB co-chairs via email to RAB members. The Air Force will comply with CERCLA and the National Contingency Plan's requirements for the contents of administrative records.

2.4.7 Issue Resolution

If a RAB member feels that an issue concerning the governance of the RAB is unresolved, he/she may raise the issue with the facilitator. The facilitator will work with all parties involved to settle the issue. If it cannot be resolved, the facilitator will provide a written description to the two co-chairs. If the issues cannot be resolved, the co-chairs will then take the issue to AFCEC/CIB through Public Affairs, AFIMSC/PA, who will meet with the parties to resolve the issue. AFCEC/CIB is the decision maker.

2.4.8 Quorum

In order to resolve issues that require a vote by the RAB, to include voting to adopt or modify this set of Operating Procedures, a quorum of RAB members must be in place. A quorum consists of 51 percent of community RAB members and 51 percent of government RAB members. In addition, the community co-chair and the Air Force co-chair must be present for a quorum to exist. In addition the community co-chair or his or her alternate and the Air Force co-chair must be present for a quorum to exist.

2.5 Adjournment

2.5.1 Decision to Adjourn

The appropriate circumstances for adjournment include program completion and inadequate sustained community interest. RAB adjournment is addressed in 32 C.F.R. § 202.10. The installation co-chair shall discuss potential adjournment and consider input from the Board, local community members, and other stakeholders, as appropriate. AFCEC/CIB will decide whether to adjourn the RAB.

2.6 Effective Date and Amendments

2.6.1 Effective Date

The effective date of these Procedures shall be the date of approval by a majority of the RAB members. Such approval shall be indicated by the execution below by the community and installation co-chairs.

2.6.2 Amendments

These operating procedures may be further amended by a majority of the Board members. Such proposed amendment shall be distributed in writing to all Board members prior to the meeting at which the proposed amendment is discussed and considered for approval. Amendments shall be consistent with applicable laws, regulations, guidelines, Air Force agreements with state and federal regulatory agencies. If the amendment is approved, it shall be effective immediately.

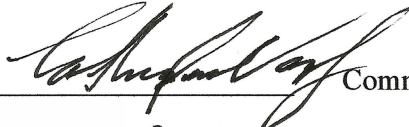
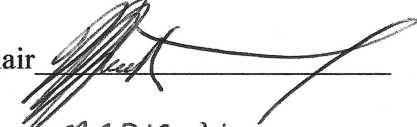
2.7 Expiration

These operating procedures shall expire without action by the RAB or any other party upon the effective date of adjournment of the Board.

CERTIFICATION OF RAB APPROVAL

The duly appointed Restoration Advisory Board (RAB) co-chairs certify that the foregoing RAB Operating Procedures were approved by both co-chairs and a majority of voting RAB members present at a regular or special meeting of the board.

IN WITNESS WHEREOF, we have set our hands below.

Air Force Co-chair:  Community Co-chair: 
CATHARINE
VARLEY MARK HENRY

APPENDIX: References

Title 32, Code of Federal Regulations, Part 202 (32 C.F.R. Part 202), *Restoration Advisory Boards*. 32 C.F.R. Part 202 is available at:
<https://www.gpo.gov/fdsys/pkg/CFR-2016-title32-vol2/pdf/CFR-2016-title32-vol2-part202.pdf>.

Office of the Secretary of Defense, *Restoration Advisory Board Rule Handbook*, March 2007. The DoD RAB Rule Handbook can be accessed at:
<https://denix.osd.mil/rab/home/unassigned/rab-rule-handbook/>

Department of the Air Force Instruction 32-7020, *The Environmental Restoration Program*, November 5, 2021. DAFI 32-7020 is available at:
https://static.e-publishing.af.mil/production/1/af_a4/publication/afi32-7020/afi32-7020.pdf