



Department of Energy

Washington, DC 20585

March 30, 2011

MEMORANDUM FOR DISTRIBUTION

FROM: DAE Y. CHUNG
PRINCIPAL DEPUTY ASSISTANT SECRETARY
FOR ENVIRONMENTAL MANAGEMENT

A handwritten signature in black ink, appearing to read "Dae Y. Chung", is written over the printed name and title.

SUBJECT: Participation of the Environmental Management Site-Specific Advisory Boards and Other Stakeholders in the Development of the Office of Environmental Management's Fiscal Year 2013 Budget Request

The purpose of this memorandum is to transmit guidance for formal, routine, and structured involvement of the public; including, but not limited to, the Environmental Management (EM) Site-Specific Advisory Board (SSAB) members, state regulators, local government officials, community groups, and Tribal government officials (herein referred to as "stakeholders"), in the EM budget request process. This guidance will be re-evaluated each year, amended as appropriate, and re-issued in January of each year. A timeline is attached for your information.

Guidance for the Current Budget Year

This year's guidance formalizes a process whereby EM sites will engage in discussions with stakeholders at the start of each year by using approved site baselines. Initial discussions with stakeholders should focus on prioritization of specific site cleanup activities. Fiscal Year (FY) 2013 prioritized activities may be provided to the stakeholders at the Analytical Building Block (ABB)/Integrated Priority List (IPL) level using approved site baselines as a reference point. As part of your discussions, sites and stakeholders should discuss deviations between stakeholder priorities and EM's overall risk-based prioritization scheme.

Beyond FY 2013, approved site baseline planning levels are to be provided at the site level only. Field sites will then utilize this information when preparing their IPL for transmittal to Department of Energy (DOE) Headquarters (HQ). **Again, field sites are not to wait for transmittal of formal EM guidance to initiate these discussions.**



Once official EM budget/planning guidance has been issued (March timeframe), field sites should:

- ✓ Provide stakeholders with formal information on budget formulation such as EM's annual budget guidance. Target funding levels including Program Direction targets should not be provided to stakeholders.
- ✓ Schedule a briefing with the stakeholders to discuss planned accomplishments for the work scope, cleanup priorities, schedules/milestones, and compliance projections at approved site baseline levels.
- ✓ Provide an opportunity for the stakeholders to provide input on the sites' prioritized activities for FY 2013 by establishing an agreed-upon timeframe to allow for stakeholder involvement in the proposed budget submission.
- ✓ Advise stakeholders that multiple profiles may be created in an effort to achieve the best scope of work; however, only one "Official Profile" will be submitted, which should prioritize each IPL element to reflect an optimal/balanced budget request.
- ✓ Submit the stakeholders' advice as supplemental data to the budget submittal to DOE HQ.

Field sites should submit stakeholders' recommendations along with their own recommended course of action to HQ with the submittal of the IPL. Field sites will then provide the stakeholders with a copy of the site's recommendation without reference to target funding levels. To be clear, all discussions with the EM SSAB, stakeholders, and regulators should be confined to prioritized activities, not to funding levels associated with those activities.

NOTE: Once the sites make their budget requests to DOE HQ in the format of an IPL, the budget process becomes EMBARGOED to stakeholders. All recommendations and changes to the budget remain EMBARGOED until the President submits the budget to Congress (budget rollout usually occurs the first Monday in February). Furthermore, as the budget process evolves throughout the year, discussions of specific site, ABB, or IPL element funding targets may not be discussed with stakeholders, as they are internal and deliberative, even following the budget submission to Congress. Work scope related to site priorities may be discussed, but not the dollar amounts associated with target or over target funding requests.

President's (Congressional) Budget Request

Within 30 days of the President's budget request to Congress, field sites are advised to provide a briefing to the stakeholders outlining planned accomplishments at the President's request level, and should provide an assessment of impacts.

Receipt of Appropriation

Within 30 days of receipt of an appropriation (including amounts received under a Continuing Resolution), field sites are to provide a briefing to the stakeholders on the

appropriation, funding allocations or Continuing Resolutions, and potential impacts. This briefing should include a synopsis of the previous year's performance to include information such as carryover amounts and actual versus planned performance metrics.

Please note that validated baselines are subject to change based on annual appropriations. Additionally, this guidance does not supersede any existing legal agreements. Field sites are to continue to involve the stakeholders in accordance with existing agreements. No additional actions are required if existing agreements meet the intent of this guidance.

If you have any further questions, please contact Ms. Melissa Nielson, Director, Office of Public and Intergovernmental Accountability, at (202) 586-0356 or Ms. Connie Flohr, Director, Office of Budget, at (301) 903-8368.

Attachment

cc: M. Marks, CBC
P. Pennington, CBC
L. Briggs, CBFO
C. Ott, ID
R. Provencher, ID
J. Penry, OR
G. Boyd, OR
G. Jones, RL/ORP
R. Knerr, PPO
K. Nielsen, SR
J. McConnell, NA-17
R. Scott, NA-173 (Acting)
S. Connor, NNSA
I. Triay, EM-1
C. Anderson, EM-3
F. Marcinowski, EM-4 (Acting)
M. Nielson, EM-42
J. Luczak, EM-60
C. Flohr, EM-61

Distribution

Matthew S. McCormick, Manager, Richland Operations Office (RL)
Stacy Charboneau, Acting Manager, Office of River Protection (ORP)
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William E. Murphie, Manager, Portsmouth/Paducah Project Office (PPPO)
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Kevin Bazzell, Federal Project Director, Stanford Linear Accelerator Center (SLAC)

