



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

April 30, 2004

Dear (Name Inserted Here),

The Chief of Naval Operations (N45) is sponsoring a training workshop for all Department of Navy (DON) Restoration Advisory Board (RAB) and Technical Review Committee (TRC) community and installation co-chairs from July 23rd-25th, 2004 at the Hilton Salt Lake City Center in Salt Lake City, Utah. **This is an invitation only training workshop for RAB community and installation co-chairs.** Co-chairs may select another member to represent their RAB if the co-chair cannot attend.

This training workshop builds upon the successful May 2001 Navy & Marine Corps RAB training workshop held in Denver, Colorado. More than one hundred RAB members participated and shared their experiences. The training workshop was a success, providing training on issues that impact RABs and TRCs at all DON installations, and providing co-chairs the opportunity to meet and share experiences in operating their RABs. This year's training workshop goal is to build on the success of the 2001 workshop and to enhance training opportunities and information sharing. As 2004 is the tenth anniversary of RABs, the theme for this year's training workshop is *RABs: A Decade of Success!* We will celebrate 10 years of communication and resource sharing among RABs. We are still developing the agenda and welcome any suggestions you wish to provide. Suggestions can be provided on the enclosed RSVP card.

Registration Instructions for DON Installation Co-Chairs

DON Installation Co-Chairs are authorized to use their Salary and Support (ER,N) dollars to fund their TDY for this training. You may register for the training workshop online at <https://www.enstg.com/signup>. The conference code is NAV75769. There is no registration fee for this event. The registration deadline is: **July 12, 2004**. To make your hotel arrangements, please contact the Hilton directly.

Hilton Salt Lake City Center
255 South West Temple
Salt Lake City, UT 84101
Phone: (877) 776-4936
Fax: (801) 328-4888

Reservation Deadline: July 12, 2004

Hotel Rate: \$80 for Single/Standard Occupancy (subject to 11.2% tax rate). This is the prevailing Federal per diem rate. In order to guarantee the negotiated rate, please reference the Navy & Marine Corps RAB training workshop when reserving the guest room.

If you are unable to register online, or require more information regarding the training workshop, contact our workshop planner Emily Staiger at Booz Allen Hamilton at Phone: (703) 902-4943 or Email, navyrabtraining@bah.com.

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Navy/Marine Corps
RAB/TRC Training Workshop
Celebrating a Decade of Success



July 23-25, 2004 ~ Salt Lake City, Utah

AGENDA

Friday, July 23

Time	Session	Speaker	Location
10:00 am – 12:30 pm	Registration		
1:00 pm – 3:00 pm	Opening Remarks Keynote Address Washington Perspective Panel <ul style="list-style-type: none">• Navy Budget Overview• IRP/MRP Overview• RAB Rule• Question and Answer Session	Mr. Dave Olson TBD Mr. Paul Yaroschak Mr. Dave Olson Ms. Emily Staiger Facilitated	
3:00 pm – 3:15 pm	Break		
3:15 pm – 5:00 pm	RAB Open Forum Session (Community Members Only) Navy Forum Session (Installation Members Only)	Ms. Myrna Hayes Mr. Robert Schirmer/	
5:30 pm – 6:30 pm	Reception (Cash Bar)		

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Saturday, July 24

Time	Session	Speaker	Location
7:00 am – 8:00 am	Continental Breakfast		
8:00 am – 10:00 am	Munitions Response Program or Remediation Technologies or Site Closeout (Long-Term Monitoring, Land Use Controls)	Ms Cindy Turlington/ Mr. Doug Murray Mr. Evan Nyer, Arcadis Mr. Paul Yaroschak Mr. Richard Mach	
10:00 am – 10:15 am	Break		
10:15 am – 12:15 pm	Munitions Response Program <i>(Session Repeat)</i> or Remediation Technologies <i>(Session Repeat)</i> or Site Closeout (Long-Term Monitoring, Land Use Controls, RAB Adjournment) <i>(Session Repeat)</i>	Ms. Cindy Turlington/ Mr. Doug Murray Mr. Evan Nyer, Arcadis Mr. Paul Yaroschak Mr. Richard Mach	
12:15 pm – 1:30 pm	Lunch (on own)		
1:30 pm – 2:30 pm	Emerging Chemicals: How Standards Are Set (e.g., TCE, Perchlorate, Regulatory Process) or Risk Communication: Trust Building	Mr. B.K. Schafer NEHC	
2:30 pm – 2:45 pm	Room Change/Break		

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Saturday, July 24 Cont'd

2:45 pm – 3:45 pm	Emerging Chemicals: How Standards Are Set (e.g. TCE, Perchlorate, Regulatory Process) Repeat Session <i>or</i> TBD	Mr. B.K. Schafer TBD	
3:45 pm – 4:15 pm	Break		
4:15 pm – 4:45 pm	General Session Program Evaluation and Debrief (Facilitated Discussion)	Mr. Dave Olson/Myrna Hayes	
4:45 pm – 5:00 pm	Closing Plenary	Mr. Dave Olson	

Sunday, July 25

8:00 am – 9:00 am	Continental Breakfast		
9:00 am – 9:30 am	Discussion: BRAC Cleanup and Transfer Issues	Mr. Paul Yaroschak	
9:30 – 10:00 am	Technical Assistance for Public Participation	Ms. Cindy Turlington	
10:00 am – 11:30 pm	Sharing Ideas on RAB Operations and Outreach (Facilitated Discussion)	Ms. Myrna Hayes (Community and Installation Perspectives)	
11:30	Concluding Remarks Workshop Adjourns	Mr. Dave Olson	

MEMORANDUM

TO: Navy & Marine Corps RAB Installation Co-Chairs

FROM: Emily McBride, Navy RAB Training Workshop Project Lead

CC: Maggie Bielawski, Navy RAB Training Workshop Meeting Support
Dave Olson, Special Assistant, Installation Restoration and Munitions Response
Environmental Readiness Division

DATE: June 9, 2004

SUBJECT: Navy & Marine Corps RAB Training Workshop Travel Instructions for
Community Co-chairs

The following information was provided to all Navy & Marine Corps Community Co-chairs regarding their travel logistics. This information is also being sent to you for your reference. If you plan to attend this Training Workshop as an installation representative you are responsible for registering at the Online Conference Registration Site (<https://eNSTG.com/Signup/>) using this Conference Code: NAV75769. If you have not done so already and are planning to attend, please register as soon as possible. You are also responsible for making your own hotel and flight arrangements. Please feel free to take advantage of our discounted rates with Delta; their rates apply to all workshop attendees. Your hotel reservations should be made at the Hilton, their reservations number is: 1-877-776-4936. To receive the government per diem rate, you must indicate to the Hilton that you are attending the Navy RAB Training Workshop.

Recognizing the value of information sharing, the Navy held its first RAB Training Workshop in Denver, Colorado, in May 2001. The workshop was a success; it provided co-chairs the opportunity to meet and share experiences associated with the operation of their RABs, and provided training on issues that affect Navy and Marine Corps RABs and TRCs. This year's workshop will build on the success of the 2001 workshop. As it is the tenth anniversary of RABs, this year's workshop theme: "RABs: A Decade of Success" will celebrate the success of 10 years of effective communication and resource sharing amongst RABs. You are invited to attend the Navy & Marine Corps RAB Training Workshop in Salt Lake City, Utah, July 23rd to the 25th, 2004, at the Salt Lake City Hilton. Please find a copy of the original invitational letter and your "Save the Date" reminder magnet in this packet. **The Navy will pay for your travel, lodging, and meals;** this package includes information for your travel reimbursement. **Registration for this training workshop has been extended until July 2nd, 2004.**

TRAVEL:

If you are flying to Salt Lake City, you are responsible for making your reservations through Delta Air Lines, Inc. Please contact Delta Meeting Network at 1-800-241-6108, no later than July 2nd to make your travel arrangements. You will need to reference File 205731A when you call Monday-Sunday 8am-11pm Eastern Standard Time. Please inform the Delta agent that Booz Allen will confirm and pay for your reservation through our account with them. We are required to purchase the least expensive, coach-class ticket that is suitable to your particular travel needs. We have submitted to Delta a list of authorized travelers who may charge to this account. If the agent informs you that your name is not on this list, please call Ms. Emily McBride, (703) 902-4943, our Workshop meeting planner, or Ms. Maggie Bielawski, (703) 377-

For further information related to this conference please log into the Online Conference Registration Site (<https://eNSTG.com/Signup/>) using this Conference Code: NAV75769. Please do not hesitate to contact Ms. Emily McBride, (703) 902-4943, our Workshop meeting planner, or Ms. Maggie Bielawski, (703) 377-8016, our Workshop meeting support, if you have any questions regarding your registration and travel logistics for the RAB Training Workshop. You may reach Ms. McBride and Ms. Bielawski by email at Navyrabtraining@bah.com. Please fill out the enclosed Navy & Marine Corps RAB Training Workshop Expected Travel Expenditures Form and indicate your arrival and departure dates. We will use this information to secure your Salt Lake City Hilton reservations and plan for your cash reimbursement. **Please return this completed form by fax to Ms. Emily McBride at (703) 902-3613, or call her directly at (703) 902-4943. Information can also be sent via email to navyrabtraining@bah.com**

Thank you for your participation. We look forward to seeing you in Salt Lake City!