

## **SAMPLE: Letter to the Members and Attendees of the DATE Restoration Advisory Board (RAB)**

RAB Members and attendees of the **DATE [insert location]** community RAB meeting:

The Department of the Navy is looking to grow the membership of the **[insert location]** RAB. The RAB serves the critical function of funneling community concerns and input to Navy decision-makers on the cleanup of **[insert location]**, under the Navy's Environmental Restoration Program.

While community interest remains high, **[insert location]** RAB membership has been declining. During the **MONTH** meeting, the Navy gave a presentation on how it intends to revitalize the RAB, by explaining the purpose, lifecycle, and duties of the RAB. The Navy also discussed RAB membership and how to become a member. It was a productive meeting with meaningful engagement between the Navy and the community. The Navy has no intentions of dissolving the **[insert location]** RAB. Currently the Navy is conducting a membership drive.

In addition to the RAB drive, the Navy is also developing an update to the Calverton Community Involvement Plan (CIP); this was also discussed at the **DATE DAY** meeting. A CIP ensures outreach efforts meet the needs of the local community for keeping them aware of Navy cleanup activities and how they can be involved throughout the cleanup process.

The recently disseminated Environmental Survey, which can be found on the **[insert location]** website, is a research tool the Navy is using to develop the CIP. The survey is used to help the Navy identify community needs, concerns, and expectations related to the cleanup process at Calverton. A summary of the survey results will be available in the updated CIP. The CIP will be reviewed by the RAB members and then made available on the Navy's **[insert location]** website at **INSERT WEBSITE**

Once the membership drive is complete, RAB members will be provided an orientation and work with the Navy team to develop an updated RAB charter that will identify appropriate indicators of "sufficient and community interest" for the **[insert location]** area.