

FRA VISITING COMMITTEE FOR FERMILAB ADMINISTRATION & OPERATIONS SUPPORT

July 10, 2007

Charge to the Committee

Fermi Research Alliance, LLC (FRA) has established an annual Visiting Committee consisting of a diverse group of six experts for the purpose of performing a three day peer review of the Fermi National Accelerator Laboratory's (Fermilab) administration and operations support activities. Specifically, FRA would like the Visiting Committee to review strengths and weaknesses, identify opportunities for improvement, and make recommendations to FRA, and in turn, to Laboratory management.

Administration and Operations external reviews are conducted annually at Fermilab at the behest of the FRA Board of Directors, in order to continually integrate noteworthy practices into the Laboratory management culture and to apprise the FRA Board of Directors and FRA management of the status of administrative and operational support and related issues requiring further study and/or resolution.

The team is asked to review and evaluate the quality and effectiveness of Fermilab's administrative organizations which covers the subject matter within the oversight role of the following FRA Board of Directors' Committees: Administration and Finance, Compensation, and Environment, Safety, & Health:

- Soliciting customer (internal and user, as well as DOE) feedback.
- Evaluating each Section's ability to accomplish its mission in a cost effective and efficient manner within its present staffing level.
- Providing recommendations and suggestions for improvement.
- Providing feedback to improve the Laboratory's self-assessment process.
- Communicating the results of the review to management and other appropriate parties, in consultation with FRA.
- Completing a written report to FRA which in turn becomes part of FRA's self-assessment, subsequently submitted to DOE in accordance with the prime contract.

The Committee is asked to prepare and submit its final written report to FRA no later than September 14, 2007.