




U.S. Chemical Safety and Hazard Investigation Board

Office of General Counsel

Memorandum

To: Board Members

From: Christopher W. Warner 

Cc: Leadership Team

Subject: Board Action Report – Notation Item 646

Date: July 23, 2008

On July 21, 2008, the Board approved Notation Item 646, thereby authorizing the Chairman to take necessary actions to plan and prepare for the establishment of an additional CSB office in Denver, Colorado, including, but not limited to, the following priority actions:

- Appropriate notification to Congress and to OMB of the CSB's intent to establish an additional office in Denver, Colorado;
- Preparation, as appropriate, of a reprogramming request to the appropriations committees to establish the additional office;
- Preparation for the Board's review and approval – by no later than August 31st – of a basic, 5 page maximum business plan outlining all priority steps to establish a fully staffed and functioning office by March 31st, 2009, including a timeline of key milestones, proposed staffing level, budget, and specific measures of performance for the office linked to the CSB's strategic plan and FY 09 action plan;
- Consistent with the plan described in the preceding paragraph, temporary or permanent transfer of personnel from the Washington, DC, office to the Denver, Colorado office, in accordance with Board Order 42, to help establish the new office;
- Advertising for appropriate positions to staff the Denver, Colorado office, subject to the condition that appointment to any such position is consistent with the approved plan and based upon available funding approved by the Board;
- Negotiation of a lease for sufficient office space to house CSB personnel and necessary equipment in the Denver, Colorado office, provided that the Board shall review and approve the terms of any such lease prior to its execution by the Chairman; and
- Preparation for the Board's review and approval – by no later than August 31st – of a plan outlining necessary steps to designate and equip the Denver, Colorado office to serve as

the CSB's alternate Continuity of Operations Plan site pursuant to Board Order 41,
Continuity of Operations Plan.

Voting Summary – Notation Item 646

Disposition: APPROVED

Disposition date: July 21, 2008

	Approve	Disapprove	Calendar	Not Participating	Date
J. Bresland	X				7/21/2008
G. Visscher	X				7/17/2008
W. Wark	X				7/21/2008
W. Wright	X				7/17/2008