United States Department of the Interior

BUREAU OF RECLAMATION
Washington, D.C. 20240

IN REPLY REFER TO:

DEC 23 2003

MEMORANDUM

To: Director, Bureau of Land Management
Director, Office of Surface Mining
Director, National Parks Service
Director, Fish and Wildlife Service
Director, U.S. Geological Survey
Deputy Commissioner of Indian Affairs
Director, Office of Managing Risk and Public Safety
Director, Office of Law Enforcement and Security
Solicitor

From: John W. Keys, III
Commissioner

Subject: Charter for the Working Group on Dam Safety and Security

Attached please find the Charter and Operating Rules for the Working Group on Dam Safety and Security (WGDSS), which was adopted by Secretary Gale A. Norton on November 26, 2003. This charter provides the makeup and the operating procedures for the WGDSS, which supercedes the former Working Group on Dam Safety. The charter was developed by the Working Group, which has representatives from the bureaus and offices in the Department of the Interior that have responsibility for the safety and security of the more than 1700 dams under the jurisdiction of the Department. I serve as the Chairman of the WGDSS.

Also attached is a list of the current members of the Working Group. Please review the list to make sure that your bureau or office is adequately represented. If your bureau or office is not represented, or if you choose to appoint a new person, please forward your decision to me by January 9, 2004. If you choose, you may designate one individual to represent both the dam safety and dam security interests of your bureau or office, or two individuals to represent your dam safety and dam security interests separately. If you are satisfied with your current representative(s), there is no need to respond. Additionally, please let your representative(s) know of the next WGDSS meeting which is scheduled for Tuesday, January 13, 2004, from 9:00 to 12:00, in Room 3121. Two of the primary topics for that meeting will be discussions regarding the revision to the Departmental Manual (DM) Part 753, dated April 14, 1982, which provides the policy guidance for the Department's Dam Safety and Dam Security Program, and the next annual dam safety and security conference tentatively scheduled for May 2004.

Attachments

cc: Assistant Secretary, Policy, Management and Budget
Assistant Secretary, Indian Affairs
Assistant Secretary, Fish Wildlife and Parks
Assistant Secretary, Land and Minerals
Assistant Secretary, Water and Science

Current representatives to the Working Group as of December 2003

Bureau of Land Management	Ms. Linda Force
Office of Surface Mining	Mr. Larry Trainor
National Park Service	Mr. Charles Karpowicz (dam safety) Mr. Dennis Burnett (security)
Fish and Wildlife Service	Mr. Brian Becker (dam safety) Mr. Jerry Olmsted (security)
U.S. Geological Survey	none
Bureau of Indian Affairs	Mr. Ross Mooney
Office of Managing Risk and Public Safety	Mr. Kurt Gernerd
Office of Law Enforcement and Security	Mr. Glenn Smith
Solicitor	none
Bureau of Reclamation	Mr. Bruce Muller (dam safety) Mr. Don Taussig (security)

Department of the Interior
Working Group on Dam Safety and Security
Charter and Operating Rules

Background: The Department of the Interior (DOI) has jurisdiction over more than 1700 dams, of which about 25 percent are high or significant hazard dams; that is, those dams whose failure would likely cause loss of life or serious economic damage. The safety and security of those dams are an essential part of the mission of the Department and its bureaus.

Since 1980, the Department has had a Dam Safety Program, which was established by Secretarial Order 3048 to implement the requirements of the *Federal Guidelines for Dam Safety*, dated June 25, 1979. The Bureau of Indian Affairs, the Bureau of Land Management, the Bureau of Reclamation, the Fish and Wildlife Service, the National Park Service, and the U.S. Geological Survey each manage their own dams. This makes them responsible for the planning, design, construction, operation, maintenance, and decommissioning of those dams and their appurtenant structures. The Office of Surface Mining has regulatory responsibility for privately owned dams associated with mining operations.

In 1989, the Working Group on Dam Safety (WGDS) was established to assist the Secretary in resolving dam safety issues within the Department. The emphasis on the security of Department facilities has greatly increased following the events of September 11, 2001.

Purpose: The Working Group on Dam Safety and Security (WGDSS) is hereby established in order to assist in keeping the Department's dams safe and secure. The WGDSS will advise the Secretary and Assistant Secretaries regarding any dam safety or dam security issues. The WGDSS supersedes the WGDS and will function as detailed herein.

Organization: The Chairman of the WGDSS will be the Commissioner of Reclamation or designee. The membership of the WGDSS consists of representatives of the following bureaus or offices in the Department:

- the Bureau of Indian Affairs (BIA)
- the Bureau of Land Management (BLM)
- the Bureau of Reclamation (BOR)
- the Fish and Wildlife Service (FWS)
- the National Park Service (NPS)
- the Office of Surface Mining (OSM)
- the U.S. Geological Survey (USGS)
- the DOI, Office of Managing Risk and Public Safety (OMRPS)
- the DOI, Office of Law Enforcement and Security (OLES)
- and the DOI, Solicitor's Office (SOL)

Bureau directors or office heads may identify separate designees for dam safety and dam security, or one individual to represent both the dam safety and dam security interests of their bureau or office.

Operation: The WGDSS will meet as requested by the Chairman (typically several times per year).

Responsibilities: The WGDSS will perform (but not necessarily be limited to) the following:

1. Provide a forum for the discussion and resolution of dam safety and dam security issues within the Department, and make recommendations to the Secretary, as necessary.

2. Maintain communication with other Federal and non-Federal entities concerned with dam safety and dam security issues.

3. Provide a mechanism for the exchange and dissemination of information, education and training within the Department that pertains to dam safety or dam security.

4. Coordinate the Department's priority ranking system for dam safety and dam security work.

5. Coordinate or conduct periodic peer reviews of bureau dam safety programs or dam security assessments, and assist in a bureau's response to recommendations.

6. Facilitate inter-agency coordination and resource sharing and assistance regarding all aspects of dam safety and security.

7. Review the emergency management activities associated with dams.

8. Coordinate the preparation of any reports requested by the Department, or other Federal entities.

9. Coordinate submission of data to the National Inventory of Dams.

10. Provide recommendations to the Department for updating the Departmental Manual, DM Part 753, Dam Safety Program.

This charter complements, but does not change or modify, the responsibilities and functions relating to the Department's dam safety and security program established under DM Part 753.

Adopted:

Gale A. Norton
Secretary

11/26/03
Date