



Department of Energy

Washington, DC 20585

AUG 23 2013

Professor Andrew J. Lankford
University of California, Irvine
Chair, Physics & Astronomy School
of Physical Sciences
Irvine, CA 92697

Dear Professor Lankford:

This letter requests that the High Energy Physics Advisory Panel (HEPAP) assemble a Committee of Visitors (COV) to review the management processes and outcomes of the High Energy Physics (HEP) program in the Department of Energy (DOE) Office of Science. This review of HEP practices should be conducted in accordance with the Guidance for DOE Office of Science Committee of Visitors Reviews, issued by the Deputy Director for Science Programs May 1, 2009, a copy of which is included with this letter.

The COV subcommittee should be charged by HEPAP to assess the operations of HEP during the fiscal years 2010, 2011, and 2012. As noted in the Guidance, the core COV charge components are to:

- Assess the efficacy and quality of the processes used during the past three years to:
- solicit, review, recommend, and document application and proposal actions
 - monitor active awards, projects and programs.

Within the boundaries defined by DOE mission and available funding, comment on how the award process has affected:

- the breadth and depth of portfolio elements, and
- the national and international standing of the portfolio elements

In addition to these, any comments on the observed strengths or weaknesses in any component or sub-component of the HEP's portfolio, along with suggestions for improvement as appropriate, would be appreciated. Additional specific areas where COV findings and comments are requested may be conveyed to you directly by the Associate Director for High Energy Physics.

HEP activities under review include: laboratory and university experimental and theoretical research programs; accelerator R&D; facility operations; and project management. In accordance with the Guidance, COV members will be given access to all program documentation completed during the period under review, including applications, proposals, review documents, and other relevant documentation. COV members may request, at their discretion and according to their criteria, that a representative sample of the program portfolio be provided. In response, the program may suggest a sample of actions, including new, renewal, and supplemental applications and proposals, awards, and declinations. In addition, the COV members may also choose to review files through a

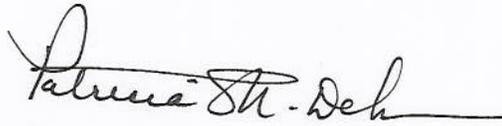


random selection process. COV members will have access to interim and final reports upon request.

The Chair of the COV should work with the DOE HEP office to enable the COV meeting to take place in October 2013. The results of this review should be documented in a report with findings, comments, and recommendations clearly articulated. This report should be presented to HEPAP for their review and approval in a timely fashion.

We appreciate the Committee's willingness to take on these important activities, and we look forward to your final report concerning these important tasks.

Sincerely,

A handwritten signature in black ink, appearing to read "Patricia M. Dehmer". The signature is fluid and cursive, with a long horizontal stroke at the end.

Patricia M. Dehmer
Acting Director, Office of Science

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