



Department of Energy

Washington, DC 20585

APR 6 2011

Dr. Pier Oddone
Director
Fermi National Accelerator Laboratory
P.O. Box 500
Batavia, IL 60510

Dear Dr. Oddone:

The Office of High Energy Physics (HEP) will conduct an Institutional Review of the Fermi National Accelerator Laboratory on June 6–9, 2011. The office conducts such reviews every three or four years for every laboratory that has a significant HEP program. This review will cover the entire HEP program at the laboratory, including all aspects of the laboratory that are normally covered in the annual Science & Technology (S&T) Review of the laboratory's user facility, so this review will also serve as the S&T review for 2011.

The goal of the review is to assess the merit, effectiveness, and impact of both the program at Fermilab and the laboratory's contributions to the national program. In addition, the review will assess the current performance of the facility, the science resulting from the experiments that are served by the facility, and plans for future improvements to the facility, where the facility is the Tevatron Complex encompassing the Tevatron Collider, the NuMI beam, and all other beams provided to experiments.

As part of this review, the laboratory should present its proposed plans and performance metrics for NuMI in FY 2012 and FY 2013, including plans for the shut-down. The laboratory should also present its proposed plans for the end of Tevatron operations in FY 2011, including a workforce plan, goals for legacy measurements, and Tevatron analysis support in the next two years. The panels will also assess the laboratory's decommissioning plans for Tevatron and the D0 and CDF experiments.

In particular, each panel member will be asked to evaluate and comment on:

- The quality and significance of the laboratory's recent scientific and technical accomplishments across its entire physics program; and the merit, feasibility and projected impact of its future planned physics program;
- The effectiveness and efficiency of facility operations, including an assessment in the context of pre-established performance metrics; the appropriateness of the proposed future performance metrics in terms of being realistic and maximizing the scientific productivity of the facility;



- The effectiveness of laboratory management in strategic planning, developing appropriate core competencies, implementing a prioritized and optimized program, and promoting and implementing a safe work environment; and the appropriateness of plans for transitioning Fermilab to an Intensity Frontier-oriented facility;
- The effectiveness of laboratory development and oversight of projects;
- The leadership, creativity, and productivity of the laboratory's scientific and technical staff in carrying out the above activities;
- The quality and appropriateness of the laboratory's interactions with, engagement and nurturing of its scientific community; and
- The laboratory's response to recommendations made by the 2010 S&T review.

The first, second, and third day will consist of presentations by the laboratory and executive sessions. The fourth day will be used for an executive session and preliminary report writing; a brief close-out will take place in the late morning. Preliminary findings, comments, and recommendations will be presented at the close-out.

Dr. Saul Gonzalez will chair the review and serve as our contact on all aspects of the review. He can be reached at (301) 903-2359 or saul.gonzalez@science.doe.gov. Given the breadth of the program at Fermilab, and in order to facilitate the reviewers' assessment, we are requesting that the laboratory prepare a document of up to 25 pages summarizing the current Fermilab program, recent accomplishments, near-term plans, and longer-term strategic vision for each of the scientific frontiers. All requested materials for the review committee, including presentations, should be supplied via a website no later than Monday, May 30, 2011.

Each panel member is being asked to review all aspects of the HEP program at Fermilab. They will be asked to write individual letters on their findings. The Chairman will accumulate these letters, and compose a Department of Energy report based on the information in the letters. In addition, copies of the letters with identifying information removed will be included with the report.

I greatly appreciate your efforts in preparing to present your laboratory's activities before this annual review. It is an important process that allows our office to understand the accomplishments, quality, needs, and plans of Fermilab. I look forward to a very informative and stimulating visit.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Michael Procaro', with a long horizontal flourish extending to the right.

Michael Procaro
Acting Associate Director of Science
for High Energy Physics

cc: Glen Crawford, SC-25.1
Michael Procaro, SC-25.2
Saul Gonzalez, SC-25.1
Michael Weis, FSO