

Dr. Nigel Lockyer
Director
Fermi National Accelerator Laboratory
P.O. Box 500
Batavia, Illinois 60510

Dear Dr. Lockyer:

The Office of High Energy Physics will conduct a Science & Technology (S&T) Review of the laboratory's scientific user facilities. The review will be held at the laboratory, November 5–7, 2013. The goal of the review is to 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 Accelerator Complex which consists of the Main Injector, Booster and Linac, the NuMI beam, and all other beams provided to experiments. For this review the panel will also be asked to include its assessment of the facilities that Fermilab provides to support the needs of the US CMS user community. As part of this review, the laboratory should present its proposed performance metrics for NuMI in FY 2013 and FY 2014.

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; and the merit, feasibility and projected impact of its future planned physics program;
- The effectiveness and efficiency of facility operations, and the planning for future facility upgrades to support the research program including appropriateness of the proposed 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;
- The leadership, creativity, and productivity of the facility's scientific and technical staff in carrying out the above activities; and
- The quality and appropriateness of the laboratory's interactions with, and nurturing of its scientific community.

In addition, the review committee will be asked to assess Fermilab's progress toward becoming the premier Intensity Frontier laboratory in the world, the coherence of the Fermilab Intensity Frontier program and the planning and computer support for the various Intensity Frontier experimental initiatives at the lab.

The first and second day will consist of presentations by the laboratory and executive sessions. The third day will be used for an executive session and preliminary report writing; a brief close-

out will take place in the late afternoon. Preliminary findings, comments and recommendation will be presented at the close-out.

Dr. John Kogut will chair the review and serve as our contact on all aspects of the review. He can be reached at (301) 903-1298 or John.Kogut@science.doe.gov . Materials for the review committee should be supplied via a website at least two weeks before the review.

Each panel member is being asked to review all aspects of the program based on the Accelerator Complex. In addition, each panel member will be asked to evaluate in greater detail those parts of the program in which they have specialized expertise. They will be asked to write individual letters on their findings. The Chairman will accumulate these letters, and compose a DOE 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,

James Siegrist
Associate Director of Science
for High Energy Physics

Enclosure

cc: Michael Procario, SC-25.2
Glen Crawford, SC-25.1
Michael Weiss, FSO

