



Technical Assistance for Public Participation

Facilitating public participation and understanding of environmental cleanup



CLEARED
For Open Publication

Sep 30, 2024

Department of Defense
OFFICE OF PREPUBLICATION AND SECURITY REVIEW

Applying for Technical Assistance using TAPP

A Step-by-Step Guide to Completing DD Form 2749



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What is TAPP?

The Technical Assistance for Public Participation (TAPP) program funds activities that facilitate public participation and improve the public's understanding of the technical conditions and cleanup activities at a DoD installation.

Community members, who are also members of the Restoration Advisory Board (RAB)¹, are eligible to apply for TAPP. This guide is intended to help the user fill out the application. This presentation was prepared and written in accordance with the guidelines of [32 Code of Federal Regulations part 203](#).

To obtain assistance through TAPP, RABs must apply using DD Form 2749. This presentation will walk you through how this form should be properly completed.

¹Can also apply to Technical Review Committees (TRCs), where applicable. Regulation refers to TRCs, as its publishing predated RABs.



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Prior to filling out the form

- First identify a project for which you want technical assistance.
- Eligible projects include but are not limited to the following:
 - Interpreting technical documents
 - Assessing technologies
 - Training RAB members on technical subjects
 - Interpreting health data or risk assessments
- Obtain a majority vote from RAB community members indicating their desire to apply for TAPP.
- Notify the Installation Co-chair of the RAB's intent to pursue technical assistance using TAPP.



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Obtaining the application (DD Form 2749)

- If you do not already have the form, you can download it [here](#).
- The form is a fillable PDF, which means you can type the information directly into the form using Adobe Reader; if you do not have the most recent version of Adobe Reader, you can download it [here](#) for free.
- Once you have downloaded the form and opened it in Adobe Reader, it should look like this (at right).
- The shaded areas indicate where you can enter text.

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Filling out the form

Section I

Blocks 1 and 2

Enter the **official** name of the installation with which your RAB is affiliated. If you are not sure, ask your Installation Co-chair. Likewise, enter the official name of your RAB, which should be in your Operating Procedures.

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Blocks 3 and 4

The “Certification of Majority Request” is simply documentation of the majority vote of the RAB. You can attach a copy of the meeting minutes in which the vote was taken. The application date is the day this application is completed; this date should be later than the date of the RAB meeting in which the vote was taken.

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Blocks 5a, 5b, and 5c

Enter the contact information of the point of contact for the TAPP application. Usually this will be the Community Co-chair. **Include an email address in Block 5b.**

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Filling out the form

Section II

Blocks 6 and 7

In Block 6, enter a name for the project for which you are requesting assistance. It could be something like “Risk Assessment Training” or “Evaluation of Remedial Technologies.”

In Block 7, simply list what the project hopes to accomplish—in this case, Data & Technical Document Interpretation.

Some other examples of project types could be “Training,” “Assessing remedial technologies,” or “Technical assistance with the Five-Year Review.”

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Block 8

Provide a detailed description of the project’s purpose to include the following:

- Project goals and expected benefits
- How this assistance will increase understanding and public participation in the environmental cleanup process
- Description of the desired project
- Location(s) of project
- Project/services timelines (e.g., expected duration of project, key dates for milestones, training frequency)

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Section II

Block 9

State why this project is eligible for TAPP. Eligible activities include the following:

- Interpreting technical documents
- Assessing technologies
- Training
- Participating in relative risk site evaluations
- Understanding health risks

Ineligible activities include the following:

- Litigation or underwriting of legal activities
- Political activity or lobbying
- Other activities inconsistent with cost principles stated in [OMB Circular A-122](#)
- Activities already included as part of the cleanup process
- Reopening final DoD decisions, such as a Record of Decision
- Epidemiological health studies, such as blood or urine testing
- Community outreach efforts (newsletters, public meetings)

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This project is listed as eligible under 32 CFR Section 203.10(b)(1) "Interpret Technical Documents [...] Technical assistance may be provided to review plans and interpret technical reports for community members of RABs and TRCs. These reports include, but are not limited to: (i) installation restoration program site studies, engineering documents, such as site inspections..." Residents and these and other experts have already been donating their time and talents toward educating the community about this contamination. Their time needs to be compensated in an official capacity to achieve the goal of RAB education and readiness so the RAB members can be full participants in the cleanup process.			
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A further note on Block 9

To show other sources of technical assistance are not available, consider the following:

- In a RAB meeting, discuss ways of having technical questions answered—this could include in-RAB training by government or contractor personnel, local universities, or RAB members.
- If that is not possible, the Installation Co-chair could ask regulatory representative(s) if assistance is available through their sources for this project. If the regulatory agencies confirm other sources of technical assistance are not available to your installation, this confirmation can be noted here in Block 9.
- Document all discussions in the RAB minutes to provide evidence that other sources were discussed but deemed inadequate or impractical.

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<input type="checkbox"/> APPROVED	11. SIGNATURE	12. TITLE	13. DATE (YYYYMMDD)
<input type="checkbox"/> NOT APPROVED			

DD FORM 2749, JUL 2023

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Technical Assistance for Public Participation

Facilitating public participation and understanding of environmental cleanup



Filling out the form

Section II

Block 10

In this section, specify any needs your installation may have that you believe are relevant. This is also where you specify any particular qualifications you want your technical assistant to have.

This is the RAB's opportunity to have a say in the selection. If there is a particular skillset or experience the RAB believes it needs, this is the place to articulate that.

Remember, the Service's contracting office will select the candidate, so be specific with your requirements to get the expert that best suits your needs. The form states to use a separate sheet, if necessary. Take full advantage of that invitation and be as specific as required.

If desired, RAB members may suggest the names of preferred technical experts to the Contracting Officer. If they meet the requirements, the Contracting Officer may add them to the list of candidates. The responsibility of evaluation and selection, however, remains with the Contracting Officer.

TECHNICAL ASSISTANCE FOR PUBLIC PARTICIPATION (TAPP) APPLICATION			OMB No. 0704-0392 OMB approval expires Nov 30, 2025
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Installation Name			
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Installation RAB Name			
3. CERTIFICATION OF MAJORITY REQUEST			4. DATE OF REQUEST (YYYYMMDD)
See attached meeting minutes/vote			20230731
5. RAB POINT OF CONTACT			
a. NAME (Last, First, Middle Initial)		b. ADDRESS (Street, Apt. or Suite Number, City, State, ZIP Code)	
Smith, John A.		1234 Anywhere Street, Bumbville, MA 04544	
c. TELEPHONE NUMBER (Include Area Code)		E-mail address of requestor	
555-555-5555			
SECTION II - TAPP PROJECT DESCRIPTION			
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Technical Assistance for Public Participation

Facilitating public participation and understanding of environmental cleanup



Filling out the form

Section III

Blocks 11 through 13

Do not fill out these sections. The Installation Commander, who approves the request, will complete and sign these sections.

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Smith, John A.		1234 Anywhere Street, Bumbville, MA 45454	
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555-555-5555			
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Technical Assistance for Public Participation

Facilitating public participation and understanding of environmental cleanup



Filling out the form Sections IV and V

These sections on Page 2 are not to be filled out by the applicant.

SECTION IV - PROPOSED PROVIDER DATA			
14. PROPOSED PROVIDER			
a. NAME		b. ADDRESS (Street, Apt. or Suite Number, City, State, ZIP Code)	
c. TELEPHONE NUMBER (Include Area Code)			
15. PROVIDER QUALIFICATIONS (Attach separate statement, if necessary. A statement of qualifications from the proposed technical assistance provider will be acceptable.)			
16. ALTERNATE PROPOSED PROVIDER (If known. Attach additional pages as required.)			
a. NAME		b. ADDRESS (Street, Apt. or Suite Number, City, State, ZIP Code)	
c. TELEPHONE NUMBER (Include Area Code)			
17. ALTERNATE PROVIDER QUALIFICATIONS (Attach separate statement, if necessary. A statement of qualifications from the proposed technical assistance provider will be acceptable.)			
SECTION V - CONTRACTING OFFICE APPROVAL			
<input type="checkbox"/> APPROVED	18. SIGNATURE	19. TITLE	20. DATE (YYYYMMDD)
<input type="checkbox"/> NOT APPROVED			

DD FORM 2749 (BACK), OCT 2003



Technical Assistance for Public Participation

Facilitating public participation and understanding of environmental cleanup



CONGRATULATIONS!

You have completed the TAPP Application form.

You can now save the PDF and email it to your Installation Co-chair who will forward it to the installation commander for approval.

Once approved, it will be given to the installation's contracting office. A solicitation for services will be issued according to the specifications listed in Block 10 of the application.

Contracting will select the best candidate based on the information provided by the RAB.

If you would like to read the entire regulation regarding TAPP (32 CFR Part 203), click [here](#).

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