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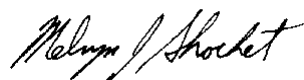
Dear Jim,

Thank you for agreeing to chair the October Committee of Visitors (COV) review of the Department of Energy (DOE) Office of High Energy Physics (OHEP). The review should be conducted in accordance with the enclosed Guidance for DOE Office of Science Committee of Visitors Reviews, issued by the Deputy Director for Science Programs on May 1, 2009.

The COV subpanel is asked to assess the operations of the OHEP during the fiscal years 2007, 2008, and 2009. In particular, as indicated in the Guidance for COV Reviews, the subpanel should assess: (1) the efficacy and quality of the processes used to solicit, review, recommend, monitor, and document application and proposal actions; and (2) the quality of the resulting portfolio, including its breadth and depth of portfolio elements, its national and international standing, and the progress OHEP has made toward its long-term program goals since the last review of these milestones by HEPAP. Are the priorities recommended in the 2008 report of the Particle Physics Project Prioritization Panel (P5) and other recent HEPAP subpanels being reasonably followed? Are the actions of the OHEP maintaining the capabilities needed for healthy laboratory and university programs? Comments and suggestions for improving OHEP processes and their implementation and on the observed strengths or weaknesses in any component or sub-component of the OHEP's portfolio would be appreciated. The subpanel should also comment on what progress has been made in addressing action items from the previous COV.

The results of this review should be documented in a report with findings, comments, and recommendations clearly articulated. The report should be completed for consideration by HEPAP at its fall meeting and submitted to the agency shortly thereafter. I appreciate the COV's willingness to take on this important activity and look forward to its final report.

Sincerely yours,



Melvyn J. Shochet
Chair, HEPAP