



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BAVARIA
UNIT 28130
APO AE 09114-8130

AUG 09 2016

IMBA-PWE

MEMORANDUM FOR All Units and Organizations within the USAG Bavaria Footprint

SUBJECT: USAG Bavaria Policy Letter #14, Environmental Review Process

1. Reference AE Reg 200-1, Army in Europe Environmental Quality Program.
2. In accordance with AE Reg 200-1, proponents of any actions or projects must consider the effects their proposed actions or projects will have on fish, wildlife, natural habitats, forests, natural and cultural resources, soils, water and other natural resources along with considerations on technical, economical, and other factors. Proponents will therefore implement an environmental review process for their actions or projects that meets the requirements of Chapter 22-2 "Environmental Considerations/Environmental Review Guide" of AE Reg 200-1.
3. The environmental review process will be conducted for service orders, work requests (DD Form 4283) and MILCON Projects (DD Form 1391) as an "early warning system" that identifies sensitive environmental issues in the earliest stages of proposed projects and activities. Guidelines explaining roles and responsibilities as well as the individual work steps required for the various action/project types are explained at the enclosure.
4. POC for this memorandum is the Director, Public Works at DSN 475-1360.

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Basic Guidelines for the Environmental Review Process

1. The environmental review process for service orders, work requests (DD Form 4283) and MILCON Projects (DD Form 1391) will be conducted locally.

a. Projects or actions for USAG Bavaria communities at Tower Barracks, Rose Barracks, Grafenwoehr Training Area and Garmisch will be processed through the Directorate of Public Works, USAG Bavaria.

b. Projects or actions for the USAG Bavaria community at Hohenfels and Hohenfels Training Area will be processed through the USAG Bavaria Hohenfels Public Works.

2. The proponent of any action or project will:

a. Prepare and implement an environmental review early in the project planning stage.

b. Coordinate with the local Environmental Division staff.

c. Provide funds required when significant costs will be needed to conduct an environmental review.

3. DPW Environmental will:

a. Support the proponent by providing environmental data and information on relevant laws and regulation.

b. Provide relevant environmental study data to support the analyses.

c. Track the environmental reviews in a database and grant the proponent and all others involved in the project access to this database.

4. Environmental review process for MILCON (Military Construction) projects.

a. DPW Master Planning will coordinate all MILCON projects that require DD Form 1391 with DPW Environmental Division.

b. The proponent is responsible for conducting the environmental review and signing the Record of Environmental Consideration (REC) with the support of DPW Master Planning and Environmental Division.

c. DPW Environmental Division will complete a Summary of Environmental Consequences (DD Form 1391, Tab J), including a cost estimate for environmental mitigation and compensation measures.

This is a controlled document printed for reference only. Current version can be obtained at the Environmental Division.

Basic guidelines for the Environmental Review Process

d. DPW Master Planning will integrate the Tab J and the result of the REC into DD Form 1391 and ensure that the mitigation and compensation measures identified in the REC are included in the project design and specifications.

4. Environmental review process for work requests (DA Form 4283).

a. DPW Business Operations and Integration will forward copies of all new Work Requests (DA Form 4283) and Standing Operations Orders (SOO) to their local environmental offices for evaluation of the requested work on the environment.

b. DPW Environmental will evaluate the environmental impact and indicate the results in the 'Environmental Impact' block of AE Form 200-1A Request for Environmental Review. If Impact is 'YES', the environmental staff will conduct a formal review of the work request in cooperation with the proponent and ensure proper completion of the Request for Environmental Review. The time required for the review must be taken into account for the ongoing planning and decision processes.

c. DPW Environmental will forward the completed AE Form 200-1A to Business Operations & Integration who will ensure that identified environmental requirements are considered during project planning, design, and implementation.

d. If AE Form 200-1A is missing or incomplete, the proponent will contact the Environmental Division and Business Operations and Integration.

e. Environmental reviewer must consciously consider all relevant environmental aspects listed on AE Form 200-1 before entering "no environmental impact" on work request forms.

5. Environmental review process for service orders.

a. DPW Environmental will enter and update data about hazardous substances detected in buildings and facilities into the General Fund Enterprise Business System (GFEBS) database.

b. By entering building/facility number into GFEBS, DPW Business Operations and Integration will get the information on hazardous substances and will inform workers and leaders about the presence of hazardous substances or other environmental considerations.

6. Points of contact.

a. Master Planning Division

USAG Bavaria, DPW, Chief Master Planning Division (DSN 475-6172)

USAG Bavaria, Hohenfels, PW, Master Planning Branch (DSN 466-2725)

b. Engineering Division

USAG Bavaria DPW, Chief Engineering Division (DSN 475-7169)

USAG Bavaria, Hohenfels, PW, Engineering Branch (DSN 466-3404)

c. Business Operations and Integration Division (BOI)

USAG Bavaria DPW, Chief BOI Division (DSN 475-6827)

USAG Bavaria, Hohenfels, PW, BOI (DSN 466-2481)

c. Environmental Division

USAG Bavaria, DPW, Chief Environmental Division, DSN 475-7209

USAG Bavaria, Hohenfels, PW, Environmental Branch (DSN 466-2658)