

# ENVIRONMENTAL WORK INSTRUCTION

---

SUBJECT: MC, REC, EBS AND RUF REVIEW & APPROVAL PROCESS      NUMBER: E04-04-06-01  
REVISION: **AO-2**  
RESPONSIBILITY: & AUTHORITY: Environmental Manager      DATE ISSUED: 5/16/17

---

## 1. PURPOSE

To describe the process for the American Ordnance LLC Environmental Department to review a Request for Use of Facilities (RUF) which consists of the Mandatory Checklist (MC), Record of Environmental Consideration (REC) and the Environmental Baseline Study (EBS) prepared by Contracts Administration (CA) for proposals subject to AO's Facility Use (FU) Contract with the Government.

## 2. SCOPE

Establish the procedure and define the responsibilities for preparation, review and approvals for AO at the IAAAP associated with a RUF which consists of the MC, REC and EBS. The Army considers the RUF consisting of the MC, REC and EBS to be a complete proposal package and AO must provide these documents simultaneously for review to the Army at IAAAP. The REC and EBS are required by Army regulations and 32 CFR at IAAAP. They are forwarded to the Army at HQ, U.S. at Rock Island Arsenal to obtain written approval prior to performing work.

## 3. PROCEDURE

The Contracts Administration (CA) office has the authority to make changes to the REC, RUF and EBS review approval process. The CA office is also responsible for preparing the Request for Use of Facilities (RUF) which consists of the Mandatory Checklist (MC), Record of Environmental Consideration (REC) and the Environmental Baseline Study (EBS). The RUF is either provided electronically or hand carried by CA to AO Environmental for review and compliance with environmental requirements.

3.1 The Program Manager (PM) for the proposed project provides information to the CA including materials and buildings to be used. The CA prepares the RUF consisting of the MC, REC and EBS which will be reviewed by AO Environmental for compliance with environmental requirements. Any deficiencies found by AO Environmental will be referred to CA for correction. Upon deficiencies being corrected by CA, AO Environmental will provide the signature approval for the EBS representing AO. Upon the EBS being signed off by AO Environmental, the RUF is sent by e-mail to CA. If during the review of the REC and RUF, AO's Environmental Office determines a REC does not adequately address the proposed action such as a new customer or item not previously produced by AO at IAAAP, then the AO Environmental Department will contact the PM to obtain clarifying information. The AO Environmental Department will determine the National Environmental Policy Act (NEPA) document required and inform the CA, via email. The CA will then ensure the appropriate NEPA documents are prepared.

- 3.2 Upon receipt of the signature approval of the RUF from AO Environmental the CA will e-mail the RUF consisting of the MC, REC and EBS to the ACO Staff Installation Environmental Coordinator at the IAAAP. The ACO Staff will review the RUF and if found to be satisfactory, the Commanding Officer will sign the EBS for the Army and the Installation Environmental Coordinator will sign the REC representing the Army. In the event corrections are needed in the MC, REC or EBS the Army will return to RUF to CA for correction prior to signing off on either the REC and/or EBS.
- 3.3 After the Army ACO Staff has signed off on the EBS and REC and found the MC to be satisfactory the RUF is hand carried to CA. CA then submits by AO letter the RUF which consists of the MC, EBS and REC to the HQ, U.S. Army at Rock Island Arsenal to request use of facilities approval. An approval letter from the HQ, U.S. Army at Rock Island Arsenal must be received by AO prior to the proposed work being initiated.