



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY JOINT MUNITIONS COMMAND
2695 RODMAN AVENUE
ROCK ISLAND, IL 61299-6000

REPLY TO
ATTENTION OF:

AMSJM-DC

08 JUL 2014

S: 10 Aug 14

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Headquarters, U.S. Army Materiel Command (HQ, AMC) Policy for Implementing the National Environmental Policy Act (NEPA) of 1969

1. This memorandum forwards the updated, subject policy (enclosure). The policy describes roles and responsibilities for installations and headquarters.
2. The Headquarters, U.S. Army Joint Munitions Command (HQ, JMC) installations shall comply with all aspects of the enclosed, updated HQ, AMC NEPA policy. Installations that do not have a resident office of counsel are reminded that Headquarters, U.S. Army Sustainment Command (HQ, ASC) serves in that capacity by providing legal review and support for HQ, JMC and JMC installations. Mr. Thomas Jackson, AMSAS-GC, is the lead attorney for environmental review and advice. Consult with him on these matters.
3. The JMC Installation will submit only the Final Environmental Assessment and Draft Finding of No Significant Impact for public review and comment. The Government proponent is responsible for ensuring that the analysis and documents conform to NEPA and other pertinent Federal laws and regulations. The appropriate installation Government signature authority approves and signs the NEPA document; that is usually only the Commander and may not be delegated to others.
4. The policy requires installations to re-designate a NEPA Point of Contact (POC) to develop and implement the NEPA Program. Appendix A to the enclosed AMC Policy is the appointment letter template that installations are to complete. The Installation Commander shall appoint the NEPA POC, and forward the appointment letter to the HQ, JMC NEPA Technical POC, who is identified below, no later than 10 Aug 14. The HQ, JMC will consolidate and submit all appointment letters to HQ, AMC.

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5. This policy update is effective immediately and shall remain in effect until superseded. The POC for this action is Mr. Bill Wyatt, HQ, JMC NEPA Technical POC, AMSJM-ISM, william.a.wyatt14.civ@mail.mil, (309)-782-8269, DSN 793.

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Encl

PATRICIA A. HUBER
Deputy to the Commander

DISTRIBUTION:

Blue Grass Army Depot (BGAD), Commander (JMBG-CO)
BGAD, Civilian Executive Assistant (CEA) (JMBG-CEA)
Crane Army Ammunition Activity (CAAA), Commander (JMCN-CO)
CAAA, CEA (JMCN-CEA)
Hawthorne Army Depot (HWAD), Commander (JMHW-CO)
HWAD, Deputy to the Commander (JMHW-DC)
Holston Army Ammunition Plant (HSAAP), Commander's Representative (JMHS-CR)
Iowa Army Ammunition Plant (IAAAP), Commander (JMIA-CO)
IAAAP, CEA (JMIA-XC)
Lake City Army Ammunition Plant (LCAAP), Commander (JMLC-CO)
LCAAP, CEA (JMLC-XC)
McAlester Army Ammunition Plant (MCAAP), Commander (JMMC-CO)
MCAAP, Civilian Deputy (JMMC-CD)
Milan Army Ammunition Plant (MLAAP), CEA (JMML-XC)
Pine Bluff Arsenal (PBA), Commander (JMPB-CO)
PBA, Executive Assistant (JMPB-XO)
Radford Army Ammunition Plant (RFAAP), Commander (JMRF-CO)
Scranton Army Ammunition Plant (SCAAP), Commander's Representative (JMSC-CR)
Tooele Army Depot (TEAD), Commander (JMTE-CO)
TEAD, Deputy to the Commander (JMTE-CO)

CF:

BGAD, Environmental Division (JMBG-PWE)
CAAA, Safety Office (JMCN-SF)
HWAD, Environmental Office (JMHW-ENV)
HSAAP, Environmental Office (JMHS-EC)
IAAAP, Environmental Protection (JMIA-OSC)
LCAAP, Engineering Division (JMLC-EN)
MCAAP, Environmental Management Office (JMMC-EM)

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MLAAP, Environmental Coordinator (JMML-EV)

PBA, Directorate of Risk Management and Regulatory Affairs (JMPB-RR)

RFAAP, Risk Management Team (JMRF-RM)

SCAAP, Mechanical Engineer (JMSC-ME)

TEAD, Environmental Management Division (JMTE-GMV)



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
4400 MARTIN ROAD
REDSTONE ARSENAL, AL 35898-5000

AMCLG-IFE

19 MAY 14

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Materiel Command (AMC) Policy for Implementing National Environmental Policy Act (NEPA) of 1969

1. References: 32 Code of Federal Regulations (CFR) Part 651, Environmental Analysis of Army Actions; Final Rule.
2. This policy applies to AMC Major Subordinate Commands (MSC), installations, tenants, and contractors for incorporating environmental consideration into Army planning and decision-making.
 - a. Headquarters AMC shall:
 - (1) Appoint a NEPA Program Manager (PM) responsible for:
 - (a) Coordinate and manage all procedural aspects of AMC NEPA program in accordance with 32 CFR Part 651.
 - (b) Monitor proposed actions and programs within AMC to ensure conformance with NEPA requirements.
 - (c) Ensure action proponents fund and prepare NEPA documentation.
 - (d) Ensure action proponents incorporate public participation early in the process.
 - (e) Participate in reviewing NEPA documentation prepared by Army, Department of Defense, and other Federal agencies, as required.
 - (f) Maintain files and official records for NEPA documentation.
 - (g) Provide information through the chain of command on proposed actions potentially having national impact to higher Headquarters.
 - (h) Provide NEPA technical support to HQ AMC, AMC MSCs and installations.
 - (2) Ensure NEPA analysis is performed for AMC actions with national impact.

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(e) Participate in reviewing NEPA documentation prepared by Army, Department of Defense, and other Federal or non-Federal agencies, as required.

(f) Maintain files and official records for NEPA documentation.

(g) Provide information through the chain-of-command to higher Headquarters on proposed actions potentially having national impact.

(h) Provide NEPA technical support to HQ AMC, AMC MSCs and Installations.

(2) Ensure NEPA analysis is performed for AMC actions with national impact.

b. MSCs shall:

(1) Appoint a NEPA representative to coordinate NEPA documentation reviews, data, information, and funding requests between Installations and higher Headquarters.

(2) Provide technical and legal review of all Installation descriptions of proposed action and alternatives (DOPAA), for all Environmental Assessments (EA) and Environmental Impact Statements (EIS) before commencing the NEPA document preparation.

(3) Coordinate with HQ AMC NEPA PM for all DOPAAAs before commencing the NEPA document preparation.

(4) Staff all EAs with potential national impact with the HQAMC NEPA PM. All EISs must be staffed through HQAMC NEPA PM at all stages of the NEPA process. Only HQAMC can release EISs and nationally significant EAs notices to HQDA for review, approval and dissemination to the public via the Federal Register (FR). Only HQAMC can receive approval for the release of EISs to the Environmental Protection Agency for their notices of receipt in the FR.

(5) Forward to HQAMC electronic copies of all DOPAAAs, Records of Environmental Consideration (RECs), EAs and resulting Findings of No Significant Action (FNSI).

(6) Ensure all Installations plan for managing, budgeting, and staffing of mitigation measures, as established by the FNSI resulting from EAs and the Records of Decision (ROD) resulting from EISs.

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(7) Ensure Installations perform NEPA analysis for all actions qualifying as a stationing action as defined in AR 5-10. Stationing actions consist of two components: A force structure component, which addresses manpower issues; and an Installation component, which addresses facility management. All stationing packages must include a signed REC, FNSI, or ROD, as appropriate.

(8) Coordinate with the higher Headquarters NEPA PM all NEPA analyses for stationing actions.

(9) Ensure Installations have the resources and capability required to execute this policy and references 1a.- d.

(10) Ensure all contracts and Installation Service Support Agreements (ISSAs) incorporate into reference compliance with 32 CFR Part 651 and this policy.

(11) Periodically review all active EAs and EISs. Update the analyses, as necessary, when site conditions, project scope, or impacts change substantially. An active EA or EIS includes but is not limited to NEPA documentation being used to tier subsequent NEPA analysis from or contains functional mitigating measures.

c. Installations shall:

(1) Designate in writing a NEPA point of contact (POC). APPENDIX A is an appointment letter template. The Installation Commander will inform the HQ AMC NEPA PM of such designation. The Installation NEPA POC shall:

(a) Develop and implement a NEPA Program to ensure the requirements of references 1a.- d. are integrated into all activities and programs at the Installation. Ensure all relevant actions are given the appropriate level of reviews, coordinated with the chain-of-command as appropriate, and that the stakeholders are involved in document development and review.

(b) Ensure NEPA awareness training is provided to professional staff and cross-functional team members.

(c) Maintain NEPA files and official records for all NEPA documentation.

(d) Provide information through the chain-of-command to higher Headquarters on proposed actions potentially having national impact.

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(e) Ensure funding for environmental analysis is prioritized or arranged by the action proponent.

(f) Review and approve NEPA analysis for the action proponent or actions with Installation relevance.

(g) Maintain and update the DD Form 1391, Tab J Regulatory Data, Environmental Analysis supporting documentation entries via the Programming, Administration, Execution (PAX) system.

(h) Distribute electronic copies of all RECs and EAs/FNSIs to MSC NEPA POC for dissemination to HQ AMC.

(2) Ensure the Environmental Quality Control Committee (EQCC) or equivalent committee such as an Environmental Management System Cross-Functional Team, evaluates the performance of the Installation NEPA program and implement needed corrective actions.

(3) Plan for managing, budgeting, and staffing of mitigation measures established by the decision documents resulting from an EA or EIS.

(4) Conduct NEPA analysis for all stationing actions as required by AR 5-10, paragraph 5-2(b) 11.

d. Base Operating Service (BOS) Contractors, Government-Owned and Contractor-Operated Facilities (GOCO), Contractors, and Tenants shall:

(1) Develop and implement a NEPA program complying with the requirements of references 1 a.- d., incorporating NEPA into all programs.

(2) Coordinate all NEPA analysis with the proponent's government representative. The government proponent is responsible for ensuring that the analysis and documents conform to NEPA and other pertinent Federal laws and regulations.

(3) Ensure that Draft EAs are developed in the most efficient manner for accuracy, timeliness and cost-effectiveness where the quality of the review is not jeopardized. Draft EAs are not to be solicited for review, and a signature approving the assessment is not to be obtained. Only the Final EA and the Draft FNSI are to be submitted for public review and comment. The FNSI will be signed at the conclusion of the public review period if no significant comments are received to alter that decision. Upon signature, the intended project can begin.

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(4) Ensure all public participation events and correspondence are coordinated through the proponent's government NEPA POC and Public Affairs Office.

(5) Ensure all NEPA analyses are signed by the appropriate person with signatory authority. The RECs are signed by the project proponent and the NEPA POC at a minimum. The EAs and EISs are not required to be signed; however, their decision documents must be. The FNSI must be signed at the Installation level. The RODs must be signed by the MSC Commander with no delegation beyond that level.

(6) Plan for managing, budgeting, and staffing of mitigating measures established by an EA and/or EIS.

(7) Ensure the EQCC or equivalent committee such as an Environmental Management System Cross-Functional Team evaluates the performance of its NEPA program.

(8) Implement corrective action for deficiencies discovered during NEPA program performance evaluation.

(9) Distribute electronic copies of all EISs, EAs, and RECs to the proponent's NEPA POC.

(10) Maintain NEPA files and official records for all NEPA documentation.

(11) Ensure NEPA awareness training is provided to professional staff and cross-functional team members.

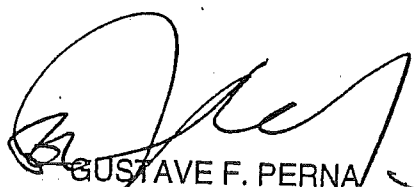
3. The Installation is responsible for NEPA documentation. If a non-Federal entity completes the NEPA analysis, the Installation shall remain the NEPA proponent and is responsible for the quality and determinations of the NEPA analysis. The Installation can adopt the prepared analysis as a whole or incorporate data into its own NEPA document. The Installation shall retain the ultimate responsibility for the NEPA review, documentation, and mitigation (if any). If the Installation chooses to use the non-Federal entity's analysis and it is determined *legally sufficient and accurate upon the chain-of-command's review*, the Installation will adopt the analysis by signing the decision document of a REC, FNSI, or ROD.

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4. This policy is effective immediately and shall remain in effect until superseded. Updates to this policy will be developed by the NEPA-PM and approved by Principal Deputy for Operations & Logistics. The points of contact for this action are Ms. Denean Summers, HQ AMC NEPA-PM, AMCOL-IE (256) 450-8356, b.d.summers.civ@mail.mil or Mr. John German, Legal Council, AMCC-G, (256) 450-8176, John.m.german.civ@mail.mil.

Encl


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