



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

IMEU-GFW-ZA

24 March 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter # 22; Environmental Review Program Implementation

1. **Effective Date.** This letter remains in effect until superseded or rescinded.
2. **Scope.** Develop and implement an Environmental Review (ER) program for the USAG Grafenwoehr to ensure that environmental considerations are integrated into the early project planning process.
3. References.
 - a. AER 200-1, Army in Europe Environmental Quality Program, 26 October 2007
 - b. IMA-EURO RD Memo, Environmental Considerations during Early Project Planning, 23 February 2005
 - c. AR 200-1, Environmental Protection and Enhancement, 13 December 2007
3. **Policy.** USAG commanders and other decision-makers must be aware of and held responsible for the effects their decisions have on the environment. To this end, USAG commanders and decision-makers will integrate environmental considerations into the early decision-making process. Projects will not be considered for execution without the appropriate level of environmental analysis/documentation.
4. **Definitions.**
 - a. Environmental Review (ER) - A process to identify potential impacts of projects and activities on the environment.
 - b. Environmental Review Guide (ERG) - An IMCOM-Europe developed automated software to conduct ERs. Use of this automated tool is recommended and usually applied for MCA projects.
 - c. Request for Environmental Review (RER) - IMCOM-Europe developed the RER-Form "AE Form 200-1A" (AER 200-1, Appendix D) as a tool for the proponent to document a simple environmental review for projects and actions that are expected to have little to no environmental effect or are covered in the list of exclusions (AER 200-1, Appendix E).
5. **Responsibilities.**

a. Proponent:

(1) Performs environmental review for proposed actions or projects in the early project-planning stages in coordination and consultation with the Environmental Division.

(2) Funds required significant efforts to conduct environmental review.

b. Environmental Division:

(1) Supports the project proponent in the performance of the ER by providing relevant environmental data and laws / regulations to be taken into account.

(2) Tracks all ERs in a database and grants the Garrison ERG POCs access to this database.

6. Environmental Review Process for MILCON Projects.

a. DPW Master Planning Division forwards all MILCON projects DD Form 1391 to the Environmental Division.

b. DPW Master Planning, DPW Environmental Division and the project proponent jointly conduct the Environmental Review and sign the Record of Environmental Consideration (REC) accordingly.

c. The Environmental Division completes TAB J of Form DD 1391 (“Summary of Environmental Consequences”), including a cost estimate.

d. DPW Master Planning integrates TAB J and result of REC into DD Form 1391.

e. The installation design/construction project manager assures that environmental requirements identified in the REC are considered during project planning, design and implementation.

7. Environmental Review Process for SRM Projects.

a. DPW BO&I Division forwards copies of new work requests for Facilities Sustainment, Restoration and Modernization (SRM) projects (DA Form 4283) to the DPW Environmental Division for evaluation of potential environmental impact.

b. Prior to the weekly DPW work request review meeting the Environmental Division returns the evaluated DA Forms 4283, with a check mark in block “Environmental Impact.”

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c. DPW Environmental Division conducts a formal review of the work request in cooperation with the project proponent using the RER form, ensures that RER form is signed by the project proponent, and forwards the completed form to the DPW BO&I Division.

d. The DPW BO&I Division attaches the RER form to the respective DA Form 4283 and ensures that project planners receive a copy of the RER form.

e. DPW Engineering Division checks if projects on the approved below and above 100 K list have a completed RER form attached to project 4283's and contacts the Environmental Division if the RER form is missing.

f. DPW Engineering Division assures that environmental requirements identified in the REC are considered during project planning, design and implementation.

8. Environmental Review Process for Service Orders.

a. DPW Environmental Division enters and updates data about hazardous substance in the Installation Facility System (IFS) and Family Housing HOMES databases.

b. DPW BO&I and Family Housing Division enter all service orders with the respective building number into the IFS database and inform workers and/or leaders about the presence of hazardous substances when a warning message shows up.

9. Point of Contact. The ERG POC for MILCON projects is the Chief Master Planning Division 475-6172, for SRM projects is the Chief Engineering Division 475-7169. The Environmental Division POC is the Chief Environmental Division 475-7209.


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Commanding

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