



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

AMIM-BAP-E (100)

MEMORANDUM FOR All Units and Organizations within the USAG Bavaria Footprint

SUBJECT: USAG Bavaria Policy Memorandum #11, Environmental Review Process

1. References:

a. AE Reg. 200-1, Army in Europe Environmental Quality Program

2. Decision-makers must be aware of and held responsible for 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 in time with considerations on technical, economical, and other factors. Proponents of the proposed action or project will implement an environmental review process for their actions or projects that meets the requirements of Chapter 22-2 "Environmental Considerations/Environmental Review Guide" of Army in Europe Regulation 200-1.

3. The environmental review process will be conducted for service orders, work requests (DA Form 4283), and MILCON projects (DA 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 in the enclosure.

4. POC for this policy is the Director of Public Works at DSN 526-4000.

Encl

A handwritten signature in black ink, appearing to read "S. C. Flanagan", written over a horizontal line.

STEPHEN C. FLANAGAN  
COL, SF  
Commanding

Enclosure  
USAG Bavaria Policy Memorandum #11, Environmental Review Process

1. The environmental review process for Service Order, Facilities Engineering Work Request (DA Form 4283) herein after called Work Request and MILCON Projects (DA Form 1391) will be conducted locally.

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

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

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 DPW Environmental Division (ED) staff

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

3. DPWED 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.

4. Environmental review process for service orders.

a. DPW ED will enter data about hazardous substances detected in buildings and facilities into the General Fund Enterprise Business System (GFEBS) database (IL02) and maintain the database current.

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

5. Environmental review process for work requests

Enclosure  
USAG Bavaria Policy Memorandum #11, Environmental Review Process

a. DPW BOI will weekly provide copies of all new or revised Work Requests and Standing Operations Orders (SOO) to their local environmental offices for evaluation.

b. DPW ED will evaluate if the work covered by the Work Request shows indications of environmental impact and indicate the results ('Yes' or 'No') in the 'Environmental Impact' block of DA Form 4283.

c. A Work Request is only considered valid with a marked 'Environmental Impact' block. If not marked or marked 'Yes' and review documents are missing or incomplete, the Proponent or BOI must contact the ED.

d. If the impact is marked 'Yes' a formal environmental review is initiated. The time required for the review (depending on project scope and availability of background information up to 4 working weeks) must be taken into account within the ongoing planning and decision processes. Procedure will depend on mode of tracking project status within BOI:

(1) Work request for projects/work tracked by BOI through GFEBS:

(a) BOI must make sure that the ED is notified when a Work Request that is marked with environmental impact 'Yes' or not previously evaluated by the ED gets a notification number and is tracked by GFEBS.

(b) The ED will conduct a formal environmental review in cooperation with the proponent and ensure proper completion of the Request for Environmental Review (AE Form 200-1A).

(c) The ED will forward the completed AE Form 200-1A and the complete environmental review to BOI. BOI will attach it to the original Work Request hardcopy.

A hardcopy of a DA Form 4283 is only considered valid with a marked 'Environmental Impact' block. BOI will ensure that identified environmental requirements are considered during the project planning, design, and implementation phases.

(d) The ED will upload the environmental review and AE Form 200-1A in GFEBS notification.

(2) Work Requests for projects/work tracked by BOI C-Projects:

(a) For all projects tracked by the C-Projects database, BOI will involve the ED when a Work Request is marked with environmental Impact 'Yes', when a Work

Enclosure

USAG Bavaria Policy Memorandum #11, Environmental Review Process

Request was not previously evaluated by the ED, or when revisions were made to a Work Request.

(b) The Work Request DA Form 4283 with marked 'Environmental Impact' block must be saved as file in C-Projects.

(c) For all Work Request requiring an environmental review, BOI must make sure that the ED is automatically notified by C-Projects.

(d) The ED will conduct a formal environmental review in cooperation with the proponent and ensure proper completion of the Request for Environmental Review (AE Form 200-1A).

(e) BOI will ensure that all environmental review documents are incorporated into C-Projects and that identified environmental requirements will be considered during the project planning, design, and implementation phases

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

a. DPW Master Planning will coordinate all MILCON projects that require DA 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 DPW Environmental Division.

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

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.

7. Points of contact:

a. Master Planning Division

(1) USAG Bavaria, DPW, Chief Master Planning Division (DSN 526-4080)

(2) USAG Bavaria, Hohenfels, PW, Master Planning Branch (DSN 522-8600)

Enclosure  
USAG Bavaria Policy Memorandum #11, Environmental Review Process

b. Engineering Division

(1) USAG Bavaria DPW, Chief Engineering Division (DSN 526-4003)

(2) USAG Bavaria, Hohenfels, PW, Engineering Branch (DSN 522-8400)

c. Business Operations and Integration Division (BOI)

(1) USAG Bavaria DPW, Chief Business Operations & Integration Division  
(DSN 526-4001)

(2) USAG Bavaria, Hohenfels, PW, Business Operations & Integration  
Branch (DSN 522-8101)

d. Environmental Division

(1) USAG Bavaria, DPW, Chief Environmental Division (DSN 526-4280)

(2) USAG Bavaria, Hohenfels, PW, Environmental Branch (DSN 522-8300)

