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

AMIM-BAP-E

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

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1. The environmental review for Service Orders, Facilities Engineering Work Requests (DA Form 4283), and MILCON Projects (DA Form 1391) will be conducted locally.

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

b. Projects or actions for the USAG-BV 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 are needed to conduct an environmental review.

3. DPW ED will:

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

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

c. Track the environmental reviews in a database.

4. For Service Orders, the environmental review process will be completed by:

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. Using the building/facility number in GFEBS, the DPW Business Operations and Integration Division (BOID) will retrieve data on hazardous substances and inform personnel of any environmental considerations.

5. For Work Requests, the environmental review process will be completed by:

a. DPW BOID will provide all new or revised Work Requests and Standing Operations Orders (SOO) to the local environmental offices for evaluation on a weekly basis.

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. The proponent or BOID must contact ED if the block is not marked or if it is marked Yes and review documents are missing or incomplete.

d. If the impact is marked Yes, a formal environmental review is initiated. The time required for the review must be considered within the ongoing planning and decision process. Upon request, proponents must provide additional project information necessary to complete the review.

6. For Work Requests tracked by BOID through GFEBS, the environmental review process will be completed by:

a. BOID will ensure ED is notified when a GFEBS-tracked Work Request is marked 'Yes' or requires an initial evaluation.

b. ED will conduct a formal review with the proponent, completing the Request for Environmental Review (AE Form 200-1A).

c. ED will forward the complete form and review to BOID to attach to the original Work Request. BOID will ensure the environmental impacts are integrated into the project's design and implementation. The DA Form 4283 is only considered valid with a marked Environmental Impact block. BOID 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 to the GFEBS database and notify BOID upon submittal.

7. For Work Requests tracked by BOID C-Projects, the environmental review process will be completed by:

a. For any C-Projects-tracked Work Request that is marked Yes, requires an initial evaluation, or has been revised, BOID will coordinate with ED.

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

c. For all Work Requests requiring an environmental review, BOID must ensure that ED is notified by C-Projects.

d. ED, in coordination with the proponent, will complete a formal review using AE Form 200-1A and submit it to BOID.

e. BOID will ensure that all review documents are incorporated into C-Projects and that environmental impacts are integrated into the project's planning, design, and implementation.

8. From Military Construction (MILCON) projects, the environmental review process will be completed by:

a. DPW Master Planning will coordinate with ED on all MILCON projects that require DA Form 1391 Tab J Environmental Considerations.

b. With support from Master Planning and ED, the proponent is responsible for completing the environmental review and executing the Record of Environmental Consideration (REC).

c. The ED will complete the REC and the Tab J (DD Form 1391) and include cost estimates for mitigation of environmental impacts.

d. Master Planning will integrate the results of the REC and Tab J into DD Form 1391, using the PAX system, to ensure mitigating measures are included in the project design.

9. Points of contact:

a. Master Planning Division

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

(2) USAG-BV, DPW, Hohenfels, Master Planning Branch (DSN 522-8600)

b. Engineering Division

(1) USAG-BV, DPW, Chief Engineering Division (DSN 526-4000)

(2) USAG-BV, DPW, Hohenfels, Engineering Branch (DSN 522-8400)

c. Business Operations and Integration Division (BOID)

(1) USAG-BV, DPW, Chief BOID (DSN 526-4001)

(2) USAG-BV, DPW, Hohenfels BOID Branch (DSN 522-8101)

c. Environmental Division

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

(2) USAG-BV, DPW, Hohenfels, Environmental Branch (DSN 522-8300)