



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
9820 FLAGLER ROAD, SUITE 213
FORT BELVOIR, VIRGINIA 22060-5928

AMIM-BVP-E

MEMORANDUM FOR DISTRIBUTION

SUBJECT: DPW- Environmental Division (DPW- Env. Div.) Project and Document Review, Submission, and Distribution Procedures

1. The following project review and document submission and distribution procedure is provided in order to enhance the efficiency of the services provided by DPW- Env. Div. and to ensure we deliver organized and timely support to all our customers.

2. The subject procedure applies to all incoming projects and documents requiring action (e.g., review, input, comments, signature, etc.) from DPW- Env. Div. personnel.

a. DPW- Env. Div. requires a minimum of 10-business days to properly review and provide comments to the following official documents: Statements of Work (SOWs), Project Work Orders (PWOs), siting/design concept plans, construction project plan sets and associated supporting documents, regulatory approvals, permit applications and management plans. A 10-business review period will be in place for each re-submission of a project. It is the project proponents' responsibility to review guidance and information at the Fort Belvoir website's Environmental page beforehand to position the submittal for general requirements and then to incorporate provided comments to ensure a timely processing and compliance of the project.

b. DPW- Env. Div. requires a 1-business day for processing comments and documents after the 10-business review period. Comments will be returned to project proponents and POC 11-business days after DPW-Env. Div. receives the documents.

c. Documents such as regulatory agency correspondence requiring review and official signature (i.e. permit actions) require a minimum of 15-business days for review, finalization, and staffing of the final document for official signature. Documents that must be signed by the garrison commander must be submitted at a minimum of 24 business days for staffing.

d. Consultation with DPW- Env. Div. must be initiated as early as reasonably possible to reduce the risk of unanticipated impacts to schedule and/or budget. DPW-Env. Div. should be consulted during development of the initial Scope of Work (SOW) Request for Proposal (RFP) / concept design, and again at each plan iteration (e.g. 30%, 60%, and 90% design). Additional reviews may be necessary to resolve outstanding comments. It is the project proponent's responsibility to include review

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times, allocation of time for responding to comments, and additional review times into the project schedule at the on-set of the project. The Env. Div. cannot take on the responsibility to meet by the project desired timelines.

3. Routine contract management documents such as invoices, contract status reports and other routine project management documents, and/or submissions previously coordinated and addressed to specific DPW- Env. Div. program managers are excluded. However, the Env. Div. must be notified of the availability and location of the deliverables. Certain information will be requested by the SME's during the project review process that will need to be provided by the project proponent prior to project close-out.

4. Hardcopy documents: Unless specifically requested, hardcopies are not necessary. If hardcopies are submitted they must be accompanied by an electronic copy. Individuals delivering hardcopy documents to DPW- Env. Div. will be instructed to fill out a Document Submission Cover Sheet (attached). The cover sheet must be attached to the front of the documents. Submissions without a properly completed Document Submission Cover Sheet cannot be processed.

5. Electronic documents: Documents must be submitted to DPW- Env. Div. National Environmental Policy Act (NEPA) Program Manager. A Document Submission Cover Sheet (attached) must be completed and included with the submission. Documents shall be sent to the following email address:

NEPA POC: janesse.s.colonruiz.civ@army.mil or monica.m.mundrick.ctr@army.mil

For assistance dial: (703) 806-0021 or (703) 806-0047

6. Within DPW- Env. Div. distribution scheme:

a. Delivered documents requiring multiple DPW- Env. Div. staff to review will be coordinated through DPW- Env. Div. NEPA POCs for distribution to all staff and for comment response management.

b. Specific program related documents (permits, investigative studies, surveys, etc.) will be forwarded to the responsible DPW- Env. Div. program manager (PM) / subject matter expert (SME). The PM / SME shall ensure that other DPW- Env. Div. staff reviews the document as required and any comments are also provided to the NEPA POCs for recordkeeping.

7. Individuals submitting documents for DPW- Env. Div. review must include a Document Submission Cover Sheet with the following information:

a. Environmental Tracking Number (will be assigned at initial project submission and is required for all following submissions)

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- b. Document Title / Project Name
- c. Government Project POC (Name, email, phone)
- d. Project Proponent (Project Advocate)
- e. Form 4283 or 1391 number
- f. Revision Number / Percent Design
- g. List of Documents in submission
- h. Contact information of additional individuals that would like to receive a copy of the Env. Div. review comments
- i. Additional information / Remarks

8. Review Requests will not be process if any of the information required in the Cover Sheet is missing and not provided.

9. Projects requiring the review of other entities within DPW (e.g. engineering, O&M, etc.) it is the responsibility of the Project Manager/POC to contact those offices to request a review. DPW- Env. Div. is not responsible for distributing to other DPW entities or offices and coordinating/addressing comments or submissions.

10. Projects requiring an expedited review request (less than 10-business days) will be required to complete the Expedited Review Request Form (attached) to be approved by the Division or Branch Chief. Requests will only be considered for incidents where a project had provided sufficient processing time in the project planning process but encountered an issue of an unforeseeable nature or in cases of regulatory non-compliance issues. The justification must clearly address the circumstances leading to the needed expedited review request. Requests to address foreseeable issues, such as time-of-year restrictions, or failure to adhere to the Env. Div. procedure are excluded.

11. The Environmental Division will accept document submissions and review requests as first-come first-serve basis. A maximum of six (6) submission and review request will be processed in a day. Review requests over the maximum limit will be processed on the next business day.

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12. Point of contact is the Chief, Compliance Branch at (703) 806-0020.

Sybille Vega

Sybille Vega
Chief, Environmental Division
Directorate of Public Works

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