DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

5090
Ser N45C/N5U9011435
26 September 2005

From: Chief of Naval Operations (N45C)

Subj: FY06 ENVIRONMENTAL RESTORATION (ER) SALARY/SUPPORT FUNDS

Ref: (a) CNO letter Ser N45C1/N4U732542 dated 5 JAN 05

Encl: (1) ER, N Funding Eligibility for Functions Involving the Installation and the Installation Restoration /Munitions Response (IR/MR) Programs
(2) Guidance for RAB Administrative Support Funding
(3) RAB Reporting Requirements Questionnaire

1. Per reference (a), CNO will no longer direct ER, N funding to Navy/Marine Corps installations. Effective 1 October 2005, NAVFAC will provide ER, N funding, as necessary, to accomplish all IR/MR installation functions shown in enclosure (1).

2. During FY04 the Commander of Navy Installations (CNI) assumed ownership of nearly all Navy Class I property. Most Navy installation employees have now migrated to CNI roles. During this same period, the Naval Facilities Engineering Command (NAVFAC) began to restructure their regional staffs, absorb Navy installation Public Works employees and transition from Engineering Field Divisions/Activities (EFD/As) to regional Facilities Engineering Commands (FECs). Some FEC employees will be forward deployed at the installations to provide direct customer support to CNI.

3. FY06 will be a transition year where some ER, N funding will be provided to CNI to assist NAVFAC in the execution of the IR/MR installation functions listed in enclosure (1). Some region or installation functions found in enclosure (1) are an integral part of the responsibilities of owning the property and not specific to the execution of the IR/MR programs and will not be funded with ER, N.

4. Enclosures (2) and (3) provide detailed guidance concerning RAB administrative support and reporting requirements. Starting in FY06, NAVFAC will be responsible for reporting all Navy RAB expenditures and activities. Funding for Technical Assistance

for Public Participation (TAPP) will continue to be provided by request to, and approval from, CNO N45C1.

5. Request that NAVFAC negotiate Marine Corps installation salary/support funding and RAB administrative support costs directly with the CMC (LFL). The attending Marine Corps reporting requirements remain the same and should be forwarded each year to NAVFAC. Funding for Technical Assistance for Public Participation (TAPP) at Marine Corps installations will continue to be provided by request to, and approval from, CNO N45C1.

6. Any questions concerning this issue can be directed to Ms. Cindy Turlington, CNO N45C1, at 703-602-5330.

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Environmental Restoration, Navy (ER,N) Funding Eligibility for Functions involving the Region/Installation and the Installation Restoration/Munitions Response Programs

The Installation Restoration Program (IRP) and the Munitions Response Program (MRP) are both centrally executed and funded by the Naval Facilities Engineering Command (NAVFAC). The current OPNAVINST 5090 spells out roles and responsibilities for Navy installation personnel in supporting the IRP/MRP programs. These roles and responsibilities are currently under review with the standup of CNI and will be changed during the next OPNAVINST 5090.

Many region/installation IRP/MRP functions will transfer to NAVFAC cognizance either under the IRP/MRP program or as a part of the overall NAVFAC support to the CNI organization. Where the NAVFAC community determines that they require assistance from other than NAVFAC personnel to leverage resource utilization in the most economical way, NAVFAC has the authority to purchase that assistance using ER, N funding.

NAVFAC will assume the following IRP/MRP duties that were previously the installation responsibility:

- Coordinate with the installation or region to obtain any necessary signatures from the Installation Commanding Officer (ICO) or Regional Commander
- Brief the ICO on a regular basis on program status
- Support the ICO as Navy RAB co-chair. This can be the IR RPM or a forward deployed NAVFAC employee at the installation
- Assist the installation or region PAO with media inquiries pertaining to IRP/MRP by providing technical data

During execution of the IRP/MRP programs at an installation, Environmental Restoration, Navy funds are <u>eligible</u> for the following tasks:

- Research historical activity records pertaining to the IRP/MRP sites
- Provide on-site logistical support
  - Coordinate access for off-station personnel, including regulators, community members, and IR contractors
  - Coordinate fieldwork with contractors/station personnel for removal actions, site investigations, groundwater monitoring, etc.
  - Coordinate site visits by regulators and IR contractors as part of IR site evaluations
  - Inspect equipment and monitoring wells to ensure equipment is operating properly. Check for vandalism and integrity of site security
- Provide ROICC support during the construction phase of the cleanup
- Set-up and maintain on-site and local off-site Administrative Records

- Establish, maintain and conduct RAB meetings at Navy installations including all logistical support
- Execute a Community Relations Plan in conjunction with and approved by the Installation Commanding Officer
- Coordinate IR remedial actions with installation/regional compliance managers to identify potential impacts to other programs
- When developing a remedy, coordinate with the installation/region to determine current and future land uses of the site
- Ensure hazardous and non-hazardous waste shipping documentation (including manifests and generator waste profiles from IR site investigation and remedial actions) are properly done and signed
- Inspect Investigative Derived Waste (IDW) containers that remain onsite to verify that they are properly labeled and do not exceed regulatory onsite storage requirements
- As necessary, perform periodic inspections of IR sites
- Create and publish Public Notices, RAB meeting agendas, etc.

The following tasks are required in order to properly maintain the installation perspective and responsibilities but are <u>not eligible</u> for ER, N funding:

- Express command/regional interest in IR remedy selections
- Represent landholder interests during partnering meetings with regulators, if desired
- Coordinate and reconcile Installation Master Plan/Activity mission with IRP activities
- Liaison with NAVFAC on LUC and other compliance issues that arise from intrusive activities onto IR sites
- Enforce Land Use Controls once an individual site is completed
- During review for base projects, including any NEPA documentation, check for conflicts with IR sites
- The permit holder shall ensure a procedure exists for signature of hazardous and non-hazardous waste shipping documents generated as a result of the IR site investigation and remedial actions
- Review construction activities to verify no impacts to IR sites
- Review construction activities at/in IR sites. Request the following, if necessary, from the NAVFAC RPM:
    a. CERCLA guidance on how to proceed
    b. Analytical data for OSHA/Industrial Hygiene concerns pertaining to soil; sediment; surface water; indoor air; and groundwater
    c. Guidance and approval from USEPA and State environmental regulators

GUIDANCE FOR RAB ADMINISTRATIVE SUPPORT FUNDING

1. Effective 1 October 2005, RAB administrative support for Navy installations will be provided directly by NAVFAC and paid with ER,N funding. The BRAC PMO, through the FEC, will pay RAB support for BRAC installations. Marine Corps RABs are not affected by this change and should adhere to all applicable guidance for identifying funding requirements and reporting expenditures and RAB activities.

2. All RAB administrative support, whether provided directly by an installation or by a Facilities Engineering Command (FEC) through a CLEAN, RAC or other contracting mechanism, is reportable against the RAB administrative funding.

3. DERP Management Guidance requires installations with an active cleanup program (IR/MR/BRAC) to annually report whether or not a RAB has actually been formed, what expenses were incurred in the formulation or maintenance of that RAB and what activities the RAB/TRC conducted during the current fiscal year. A RAB Reporting Requirements Questionnaire is provided to assist in this effort.

4. Only those costs incremental to the normal public relations plan should be included as RAB administrative support. **Costs that can be construed to provide a benefit to the general public rather than specifically to the RAB are not considered RAB administrative costs and should not be included**.

5. Allowable RAB administrative support includes, but may not be limited to, meeting facilitation, preparing and distributing meeting minutes and agendas, RAB training and rental of meeting space when RAB meetings are held outside the base.

a. Contractor provided RAB administrative support is an expense that must be counted against the ceiling. For example, if an installation or FEC elects to use a contractor to take RAB meeting minutes, the cost of providing those minutes is reported against the RAB administrative support ceiling.

b. Non-administrative contractor expenses should not be charged against the RAB administrative support ceiling. Expenses associated with a DON contractor giving a presentation to a RAB on the status of cleanup activities at an installation are not considered RAB administrative support costs. They are considered to be part of the project cost.

6. Expenses such as travel to attend RAB meetings, preparation and distribution of fact sheets, and maintenance of the information repository are not considered unique RAB costs. Salaries and travel costs of all DON employees should not be counted as administrative support costs.

GUIDANCE FOR RAB ADMINISTRATIVE SUPPORT

7. Purchase of durable equipment such as computers, cameras, and audio-visual equipment is not permitted using RAB administrative support funding.

8. Community RAB members serve as volunteers and may not be compensated for RAB attendance, individual travel, training, or any other expenses associated with their participation as a RAB member.

9. RAB Technical Assistance for Public Participation (TAPP) will be funded separately from RAB administrative support. TAPP funding will be distributed only when CNO (N45C1) has received and approved a fully completed TAPP application, including a detailed statement of work supporting the request. TAPP assistance will be provided using project funds either from the ER,N or BRAC account, as appropriate. RABs are encouraged to pursue other avenues of assistance such at EPA's Technical Assistance Grant (TAG) and Technical Outreach Services for Communities (TOSC) programs prior to applying for TAPP assistance.

RAB REPORTING REQUIREMENTS

All Installations With An Active Installation Restoration Or Munitions Response Program Must Complete

The following Restoration Advisory Board (RAB) data elements covering actual RAB activities and expenditures for the current fiscal year must be reported to NAVFAC to support the Annual Report to Congress. The following format should be used to provide RAB data to Mr. Wilkins Stafford, 202-685-9320, wilkins.Stafford@navy.mil:

INSTALLATION NAME: _____

If applicable, list any other installations that your RAB also serves (for example, if yours is a joint RAB):

_____
Installation Name

_____
Installation Name

_____
Installation Name

1. Date your RAB was established (month/yr). The RAB is considered established when the community co-chair has been selected and the first meeting involving community members has been held.

_____

(Date - Month/Yr) RAB Established

If your RAB was adjourned, provide date & reason.

_____
(Date RAB Adjourned)

_____
(Reason RAB Adjourned)

2. RAB is not needed. Circle the primary reason the RAB is not needed using one of the listed codes:

- **A** Installation located in remote area, no affected community
- **B** Installation Commander has determined that a RAB is not needed
- **C** No sufficient, sustained interest in a RAB has been expressed by the community
- **D** Lack of outstanding issues or activities does not warrant establishment of a RAB
- **E** Installation or tenant activity is supported by another RAB
- **F** Navy does not have the cleanup lead
- **G** Installation has not attempted to establish a RAB

If a RAB has not been established, indicate whether there is an active TRC. Yes_____ No _____

Indicate date of last community interest poll: _____

3. Indicate RAB community representation from the following segments of the community. Circle all that apply:

- **A** Local residents/community members
- **B** Installation residents
- **C** Local environmental groups/activists
- **D** Business community
- **E** Low income and minority
- **F** Local government officials
- **G** Other (Describe) _____

4. Has the RAB done the following? Circle all that apply:

- **A** Reviewed plans and technical documents
- **B** Provided comments or advice
- **C** Received training
- **D** Established operating procedures
- **E** Participated in or reviewed site relative risk evaluations
- **F** Provided advice that affected scope or schedule of studies/cleanup
- **G** Improved installation credibility
- **H** Established partnerships among stakeholders
- **I** Developed "how to" information or lessons learned

5. In what areas has your RAB provided advice? Circle all that apply:

A Scope of studies
B Work plan priorities
C Site priorities
D Relative risk evaluation
E Remedy selection
F Study or cleanup schedule
G Future land use
H Other Describe)_____

6. Indicate the funds expended on RABs during the current fiscal year. RAB funding includes those expenses which are directly related to the operation of the RAB such as; RAB establishment, member selection costs, training, meeting announcements, meeting logistics, facilitators, preparation of meeting agendas, minutes and materials, and document reproduction for RAB members. **Do not include general community involvement expenses such as preparation of fact sheets or other information materials for public distribution, mailings or repository costs.** Include contractor expenses only for RAB administration; do not include salaries or travel costs for DON personnel.

Funds expended on RAB support during current fiscal year:

By Activity $_____ **By EFD/EFA** $_____

7. Indicate the number of RAB meetings held during the current fiscal year _____.

8. Amount of TAPP funds provided to communities for the current fiscal year.

$_____

9. Provide the name, address, phone number, fax number and internet address of the Navy/Marine Corps RAB co-chair:

Name _____

Title _____

Address: _____

_____

_____

Phone: Commercial _____ DSN _____

Fax: _____

Internet Address _____

10. Provide a point of contact to obtain further information on RABs.

Installation/NAVFAC/BRAC Caretaker POC:

Name _____

Title _____

Address _____

_____

_____

Phone:
Commercial _____

DSN _____

Fax: _____

Internet Address_____

COMMUNITY CO-CHAIR INFORMATION

Date:_____

Please have your RAB community co-chair provide the following information and **sign (optional)** this form, returning it as part of the annual RAB reporting requirements. If the community co-chair authorizes release of this information he/she must indicate their permission by checking the appropriate box and providing their signature. This information is used to develop mailing lists to facilitate dissemination of RAB information.

Installation: _____

Community Co-Chair Name:_____

Community Co-Chair Address:_____

City_____ State_____ Zip Code_____

Community Co-Chair Phone No. ( )_____

Community Co-Chair Fax No. ( )_____

Community Co-Chair Internet/Email Address:

_____

Date Term Expires: ____/____/____ (Month Day Year) Term Indefinite ☐

☐ I, _____ (Signature of RAB Community Co-Chair), give the Department of Defense permission to publish the information I provided above in the *Directory of Restoration Advisory Boards (RAB)*.

☐ I, _____ (Signature of RAB Community Co-Chair), **do not** give the Department of Defense permission to publish the information I provided above in the *Directory of Restoration Advisory Boards (RAB)*.

Privacy Act Statement: Personal information gathered from these forms will be included in a publicly available directory listing names, addresses, and phone numbers of restoration advisory board (RAB) co-chairs. Signing this form in the space indicated grants explicit permission to use your personal information in a directory that will become public information. Providing this information is voluntary.