UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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From: Assistant Chief of Staff Installation Support Directorate
To: Military Personnel, Civilian Employees, and Contractors

Subj: NATIONAL ENVIRONMENTAL POLICY ACT INSTRUCTION MANUAL

Ref: (a) 42 USC Chapter 55
(b) 40 CFR Parts 1500 to 1508
(c) 32 CFR Part 775
(d) MCO 5090.2
(e) NEPA Manual
(f) Commander's Guide to Environmental Management
(g) CCO 5090.4H
(h) CCO 3500.4L

Encl: (1) NEPA Instruction Manual

1. The National Environmental Policy Act (NEPA) requires that federal agencies consider the environmental consequences of proposed actions and involve the public in agency decision making before taking action.

2. NEPA compliance requires adhering to requirements in references (a) to (g). References (a) to (c) are legal requirements. References (d) to (h) are agency and local policy and direction. References (a) and (b) apply to all federal agencies. References (c) to (f) are Marine Corps-specific. References (g) and (h) are Combat Center-specific. This NEPA Instruction Manual was prepared in accordance with reference (g).

3. Military personnel, civilian employees, and contractors operating at the Combat Center shall comply with references (a) to (h) and enclosure (1).

4. The NEPA Instruction Manual will be reviewed annually by the Assistant Chief of Staff Installation Support Directorate to ensure NEPA compliance at the Combat Center.

John S. McCalmont
JOHN S. MCCALMONT

LOCATOR SHEET

Location: _____

(Indicate the location(s) of the copy(ies) of this Instr Manual.)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

TABLE OF CONTENTS

IDENTIFICATION	TITLE	PAGE
Chapter 1	**Introduction**	1-1
1.	Updates	1-1
2.	Scope	1-1
3.	General	1-1
4.	Responsibilities	1-2
Chapter 2	**Environmental Documentation Process**	2-1
1.	Action Proposal	2-1
2.	Environmental Planning Staff	2-1
3.	Environmental Impact Review Board Executive Agent	2-2
4.	Execution of the National Environmental Policy Act	2-2
Chapter 3	**Categorical Exclusions**	3-1
1.	General	3-1
2.	Taking Action	3-1
3.	Enumerated Conditions	3-1
4.	CATEX Applications	3-2
5.	Recurring Actions	3-3
APPENDIX A	DEFINITIONS	A-1
APPENDIX B	NEPA-PAMS GUIDANCE AND REIR FORM	B-1
APPENDIX C	NEPA-PAMS TEMPLATE FOR DECISION MEMORANDUM	C-1
APPENDIX D	NEPA EXECUTION TEMPLATE	D-1
APPENDIX E	NEPA PROCESS OVERVIEW FLOW CHART	E-1
APPENDIX F	NEPA PROCESS FLOW CHART FOR CATEGORICAL EXCLUSIONS (CATEX)	F-1
APPENDIX G	NEPA PROCESS FLOW CHART FOR ENVIRONMENTAL ASSESSMENTS (EA)	G-1
APPENDIX H	NEPA PROCESS FLOW CHART FOR ENVIRONMENTAL IMPACT STATEMENTS (EIS)	H-1
APPENDIX I	LISTING OF GROUPING ACTIONS	K-1
APPENDIX J	GROUPING MEMORANDUM FOR THE RECORD, REIR, AND DECISION MEMORANDUM TEMPLATES FOR ROUTINE MAINTENANCE/REPAIR ACTIONS	I-1
APPENDIX K	GROUPING MEMORANDUM FOR THE RECORD, REIR, AND DECISION MEMORANDUM TEMPLATE FOR DEMOLITION, DISPOSAL, OR IMPROVEMENT ACTIONS	J-1

Chapter 1

Introduction

1. Updates. This National Environmental Policy Act (NEPA) Instruction Manual is updated annually, however, recent changes to NEPA regulations at the Department of the Navy (DON) (32 CFR Part 775) and Council on Environmental Quality (CEQ) (40 CFR Parts 1500 - 1508) levels occurred in 2019 and 2020, respectively. The revised CEQ regulations became effective on September 2020 (85 Fed. Reg. 137, 43304-43376 (July 16, 2020)) and are currently in litigation. Individuals using this Manual should verify legal requirements as they are subject to change over the next year and pending the outcome of litigation as well as additional updates to DON regulations. The revised CEQ regulations direct agencies to revise their regulations within 12 months from September 2020. Until that time, the CEQ regulations trump any inconsistent DON regulations.

Notable updates to this NEPA Instruction Manual include:

- The threshold for when NEPA applies and what constitutes a major federal action significantly affecting the human environment.

- The list of available DON categorical exclusions (CATEX), extraordinary circumstances, and direction on CATEX use.

- The definitions of significantly and cumulative impacts are deleted.

2. Scope. Per reference (g), this instruction manual is developed to establish Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center's NEPA compliance policy, procedural guidelines and to assign responsibilities for activities and individuals operating aboard the Combat Center. Appendix (A) contains a listing of definitions for acronyms that will be used throughout this instruction manual.

3. General

a. NEPA is a basic national charter for minimizing federal government impacts on the environment. NEPA establishes a process, sets goals, and provides a means for carrying out environmental protection.

b. NEPA is a procedural law requiring full public disclosure of environmental impacts, alternatives, and mitigation measures anticipated from proposed actions. Actions subject to the NEPA analysis include all proposed actions and some continuing activities (ongoing duty to ensure NEPA compliance). Typical proposed actions may include new training activities, fielding or procurement of new or modified equipment, implementation or approval of specific projects, such as facilities maintenance and repairs, minor construction, emergency construction, replacement of damaged/destroyed facilities, alterations of facilities, unspecified minor military construction, and major military construction activities that take place aboard the Combat Center (e.g., MILCON projects, public-private ventures, and land acquisitions).

c. NEPA is not simply a paperwork exercise. Environmental Assessments (EAs), Environmental Impact Statements (EISs), and Categorical Exclusion (CATEX) Decision Memorandums (DM) are the written documentation of the United States Marine Corps' (USMC) deliberative consideration of environmental

impacts. NEPA is the cornerstone of USMC environmental planning. Adherence to the NEPA process can provide an efficient method of protecting, restoring, and enhancing the environment while achieving the USMC mission.

d. A proposed action is ready for environmental impact review when a lead department or action sponsor sufficiently describes anticipated environmental impacts on the request for environmental impact review (REIR) form (Appendix (B)) enabling the environmental planning staff (EPS) to analyze the impacts on the human environment. When EPS review is complete, the NEPA Program Manager will either return the REIR to the action sponsor for further action or prepare the decision memorandum (DM) (Appendix (C)) for the EPS Chair's review and action.

e. References (b) to (d) require action sponsors to prepare an EA for all proposed actions subject to NEPA except:

(1) Actions subject to a CATEX.

(2) Proposed actions sufficiently covered by previous NEPA analysis.

(3) Proposed Actions for which a decision has already been made to prepare an EIS.

f. An EIS is required for those proposed actions that are likely to have a significant impact on the quality of the human environment. If an EA or EIS preparation requirement is anticipated, the NEPA Program Manager will advise the action sponsor how to proceed.

g. Reference (h) is the Combat Center's standing operating procedures for range/training area and airspace, the primary governing directive for training and operations conducted on the Combat Center. When used with geographic information system (GIS) data layers, the Integrated Natural Resources Management Plan, and the Integrated Cultural Resources Management Plan, reference (h) assists commanders in understanding, analyzing, and avoiding significant impacts to the environment. Compliance with reference (h) is most effective when its procedures are incorporated into letters of instruction and operations orders.

h. Individuals who violate, aid, abet, counsel, command, induce, procure, or willfully cause violations of any provisions of these requirements may be held personally liable for civil and criminal penalties and fines. It is generally a violation of NEPA to implement a proposed action before completing the NEPA process (e.g., pre-decisional actions), conducting a NEPA process on a pre-determined outcome (e.g., decision already made), and running afoul of the limitations on action during the NEPA process (e.g., take actions during the process that have adverse effects or limit the choice of reasonable alternatives). Violations of NEPA can lead directly or indirectly to violations of other laws such as the Endangered Species Act, National Historic Preservation Act, Clean Water Act, and Clean Air Act.

4. <u>NEPA Threshold</u>. NEPA is triggered for most proposed actions, including those routine actions within the scope of a CATEX. This is because most agency actions are within the scope of the definition of major federal action. Prior to initiating the NEPA process, the action sponsor should review the questions below and discuss with the NEPA Program Manager if the action sponsor believes any of the scenarios apply to the proposed action.

a. Whether the proposed activity or decision is expressly exempt from NEPA under another statute;

b. Whether compliance with NEPA would clearly and fundamentally conflict with the requirements of another statute;

c. Whether compliance with NEPA would be inconsistent with Congressional intent expressed in another statute;

d. Whether the proposed activity or decision is a major Federal action;

e. Whether the proposed activity or decision, in whole or in part, is a nondiscretionary action for which the agency lacks authority to consider environmental effects as part of its decision-making process; and

f. Whether the proposed action is an action for which another statute's requirements serve the function of agency compliance with the Act.

5. Responsibilities. NEPA requires federal agencies to consider the environmental impacts of proposed actions which may have the potential to impact the human environment. Any action meeting the NEPA threshold must be documented by the action sponsor.

a. Commanding Officers (COs), Assistant Chiefs of Staff (ACs/S), Division Directors (DivDirs), Officers In Charge (OICs), Special Staff Officers, shall:

(1) Ensure that all military personnel, civilian employees, and contractors (incorporated by reference into contract performance requirements) operating and or training aboard the Combat Center adhere to the references and this instruction manual.

(2) Ensure that consideration and documentation are accomplished and completed early in the planning process before a decision is made to take an action.

(3) Ensure that the requirements of NEPA, as identified in the references and this instruction manual, are completed on actions requiring environmental documentation prior to the physical initiation of an action.

(4) Ensure the complete NEPA process documentation precedes contract award and are within the contract file.

b. AC/S Marine Corps Air Ground Task Force Training Directorate (MTD)

(1) Serve as a voting member of the environmental impact review board (EIRB).

(2) Serve as the lead department with a single point of contact for Environmental Affairs on proposed actions impacting military ranges, military range facilities, and training.

(3) Ensure units training aboard the Combat Center comply with the references and this instruction manual.

(4) When appropriate, or upon request, give validated GIS natural resource overlays to action sponsors and units with actions impacting military ranges, military range facilities, and training.

c. AC/S Installation Support Directorate (ISD). Serve as a voting member of the EIRB.

d. Director Environmental Affairs

(1) Serve as the EIRB's Executive Agent.

(2) Designated as the Commanding General's representative for signing DMs when a proposed action merits a CATEX.

(3) Manage the Combat Center's NEPA program and ensure proposed actions on the Combat Center comply with the references and this instruction manual.

(4) Assist lead departments and action sponsors with environmental planning.

(5) Assist lead departments and action sponsors in reviewing proposed actions and give them comments and recommendations regarding natural and cultural resources, and environmental impacts.

(6) Assign the EPS and appoint the Environmental Affairs' Deputy Director as the EPS chairperson. Consider the EPS recommendations and determine whether each proposed actions merits a CATEX from subsequent NEPA analysis or whether an EA, EIS, or an alternative to the proposed action would be appropriate.

(7) Conduct routine NEPA compliance inspections of lead departments and action sponsors to ensure their actions properly implement the NEPA planning document requirements.

(8) Ensure copies of all primary (e.g., EA and EIS) and secondary (e.g., EIRB meeting minutes) NEPA documents are properly distributed and uploaded into the National Environmental Policy Act Process Automation and Management Support Module (NEPA-PAMS) website.

e. Public Works Officer Public Works Division

(1) Serve as a voting member of the EIRB.

(2) Serve as the lead department for proposed actions impacting cantonment area facility maintenance, repair and construction, and cantonment area real property.

(3) Ensure the NEPA funding cost estimates are reflected in DD Forms 1391 for proposed actions impacting cantonment area facility maintenance, repair and construction, and cantonment area real property.

(4) Assign a single point of contact with the Environmental Affairs for proposed actions impacting cantonment area facility maintenance, repair and construction, and cantonment area real property.

(5) Include the NEPA compliance documentation in proposed actions that are sent to the Facility Engineering and Acquisition (FEA).

f. Director Facilities Engineer Acquisition Division

(1) Ensure the complete NEPA process documentation precedes contract award and are within the contract file. This documentation shall include the CATEX DM package, an EA and finding of no significant impact (FONSI), or an EIS and record of decision (ROD). Contractor performance requirements shall include compliance with the references, this instruction manual, and the NEPA documentation applicable to the proposed action.

(2) Ensure contractor's performance requirements include compliance with the references, this instruction manual, and the NEPA documentation applicable to the proposed action.

(3) Ensure that all contracting personnel receive General Environmental Awareness and all applicable Environmental Standard Operating Procedures training prior to the commencement of any work aboard the Combat Center. A copy of the training attendance roster shall be maintained in action's sponsor project folder and posted at work site.

(4) Ensure contractor review and comply with Specifications of Division One Sections, to include the requirements under the NEPA and the installation's NEPA decision document for the project.

(5) Ensure contractor's Environmental Protection Plan (EPP) include the requirements of the installation's NEPA decision document for the project.

(6) At the conclusion of construction period of contract, ensure that the contractor certifies on Company Letterhead to the Contracting Officer that the EPP and the conditions of the installation's NEPA decision document were met during the construction period. The letter shall be signed by a Company official or responsible employee who has personal knowledge on the compliance of EPP and the DM during the construction period of contract.

(7) Ensure compliance with the NEPA decision-making and submit a NEPA execution form for completed construction, repair, or renovation contract actions to the Commanding General via the action sponsor. Contractor's letters shall be listed as enclosure and used for supporting documentation. Appendix (D) pertains.

(8) Retain the NEPA compliance documentation for at least ten years after completing the applicable proposed action.

g. Director Government and External Affairs. Serve as a voting member of the EIRB.

h. AC/S Communications

(1) Serve as a voting member of the EIRB.

(2) Serve as the lead department with a single point of contact for Environmental Affairs on proposed actions impacting communication and data construction, repair and maintenance, and any proposal that has associated communication or data requirements.

i. Director Mission Assurance

(1) Serve as a voting member of the EIRB.

(2) Serve as the lead department with a single point of contact for Environmental Affairs on proposed actions impacting fire services, security, antiterrorism force protection, safety construction, repair, and maintenance.

j. Comptroller. Serve as a voting member of the EIRB.

k. Director Marine Corps Community Services (MCCS). Serve as the lead department with a single point of contact for Environmental Affairs on proposed actions impacting recreation and MCCS self-help construction, repair, and maintenance.

l. Office of General Counsel

(1) Serve as a non-voting member of the EIRB (advisor) and as part of the Combat Center's EPS.

(2) Review the NEPA decision-making for compliance with applicable laws and regulations.

(3) Continually review the Combat Center's NEPA analysis process.

(4) Advise the Commanding General and staff of appropriate subsequent action.

m. Action Sponsors

(1) Coordinate with the appropriate lead department, as applicable, and Environmental Affairs to analyze and document the environmental impacts of proposed actions and present proposed actions for the NEPA review.

(2) Prepare descriptions of single or recurring/cyclic proposed actions.

(3) Fund the NEPA analysis documentation, including EA or EIS preparation and any related studies, surveys, permits, mitigation, and monitoring requirements.

(4) Prepare all NEPA analysis and documentation (including EA or EIS preparation and any related studies, surveys, permits, and mitigation and monitoring requirements) for proposed actions occurring outside the Combat Center's physical boundaries.

(5) Attend the EPS and the EIRB meetings as required.

(6) Acknowledge the DM when a proposed action merits a CATEX.

(7) Ensure the complete NEPA process documentation precedes contract award and are within the contract file. This documentation shall include the CATEX DM, an EA and FONSI, or an EIS and record of decision (ROD).

(8) Ensure contractor's performance requirements include compliance with the references, this instruction manual, and the NEPA documentation applicable to the proposed action.

(9) Ensure that all contracting personnel receive General Environmental Awareness and all applicable Environmental Standard Operating Procedures training prior to the commencement of any work aboard the Combat Center. A copy of the training attendance roster shall be maintained in action's sponsor project folder and posted at the work site.

(10) Ensure contractor reviews and complies with Specifications of Division One Sections, to include the requirements under the NEPA and the installation's NEPA decision document for the project.

(11) Ensure contractor's EPP include the requirements of the installation's NEPA decision document for the project.

(12) At the conclusion of construction period of contract, ensure that the contractor certifies on Company Letterhead to the Contracting Officer that the EPP and the conditions of the installation's NEPA decision document were met during the construction period. The letter shall be signed by a company official or responsible employee who has personal knowledge on the compliance of EPP and the DM during the construction period of contract.

(13) Ensure compliance with the NEPA decision-making and submit a NEPA Execution Form for each complete action. Appendix (D) pertains.

(14) Complete quarterly reconciliation of any open NEPA actions.

(15) Ensure that all NEPA compliance documentation is uploaded into the NEPA-PAMS website after completing the applicable proposed action.

n. EIRB. Appendix (A) contains a listing of the EIRB membership.

(1) Meet as required to assist action sponsors by reviewing proposed actions affecting the quality of the human environment. When possible, the EIRB review may be conducted by staffing the NEPA documents electronically to board members for review, concurrence, and signature.

(2) Meet as needed to evaluate, review, and comment upon environmental compliance and protection issues.

(3) Continually review the Combat Center's NEPA analysis process.

o. EPS

(1) Review the proposed action and ensure applicable surveys and research are complete.

(2) Identify any need for permits, approvals, or consultation.

(3) Refer environmental controversial proposed actions to the AC/S ISD for disposition.

(4) Assist each action sponsor in documenting the NEPA decision-making by preparing or reviewing the NEPA decision-making documentation.

(5) Continually review the Combat Center's NEPA analysis process.

Chapter 2

Environmental Documentation Process

1. Action Proposal

a. The Combat Center's NEPA process is depicted in Appendices (E) through (H). Appendix (E) overviews the NEPA decision-making process. Appendixes (F), (G), and (H) respectively depict the CATEX, EA, and EIS processes. Each action sponsor shall consider the environmental impacts of a proposed action early in planning and prepare a REIR form that is located electronically on the NEPA-PAMS website https://nepapams.usmc.mil/NEPA/default.aspx. Access to NEPA-PAMS is restricted to personnel holding a Department of Defense common access card. Personnel requiring access to NEPA PAMS shall submit requests to Environmental Affairs' NEPA Program Manager. Appendix (B) contains additional guidance for personnel working with NEPA-PAMS at the various levels of the NEPA documentation process and an example of the NEPA-PAMS REIR form.

b. To initiate the NEPA process, the action sponsor shall prepare a REIR form (Appendix (B)) and provide the information requested in sections I and II. The action sponsor shall ensure that the project's detailed scope of work, schematics, and location maps (location/site maps must be in jpg file format) are incorporated into the REIR package. Once complete, an authorized representative for the action sponsor shall forward the REIR package electronically through NEPA-PAMS website to the Combat Center's NEPA Program Manager.

c. A proposed action will be considered complete and ready for the environmental impact review process when all anticipated impacts are sufficiently detailed to enable the EPS to address any impacts on the human environment. These provisions allow for the environmental impacts of the proposal to be addressed early in the planning process. This also allows for the later identification of supplemental information and impacts as the proposed project becomes site specific. This process has been designed to ensure that planning and decisions reflect environmental considerations, avoid delays, and minimize conflicts.

d. Upon completion of the EPS environmental review, the NEPA Program Manager will either return the REIR to the action sponsor for further action and information, or prepare a DM, using the template located in the NEPA-PAMS website, (Appendix (C))for the EPS Chairperson's and the OGC's review.

e. The NEPA Program Manager will finalize and submit the documents electronically on the NEPA-PAMS website to the EIRB's Executive Agent for review and signature after obtaining the EPS Chairperson's and the OGC's concurrence.

f. The document will be sent electronically on the NEPA-PAMS website to the action sponsor for their review and acknowledgement once EIRB's Executive Agent's signature is obtained.

2. Environmental Planning Staff. The EPS is chaired by the Deputy Director for Environmental Affairs and is comprised of environmental media managers and specialists from Environmental Affairs, with representation from Office of General Counsel.

a. The EPS, working with the action sponsor, will review the REIR, conduct necessary surveys and research, resolve issues, and recommend modifications to the proposed action, as necessary.

b. The EPS will identify the need for additional state or federal permits, approvals, or reviews.

c. Once the proposed action has been thoroughly reviewed, the EPS shall document one of the following recommendations:

(1) That the proposed action falls within a CATEX and the presence or one or more extraordinary circumstances, as set forth in Chapter 3 of this instruction manual, do not preclude use of the CATEX.

(2) That the proposed action is a continuing activity that is not likely to cause substantial environmental degradation.

(3) That the proposed action will require either an EA or an EIS. The EPS will assist the action sponsor on estimated cost and time frames for preparation of an EA or EIS.

3. EIRB Executive Agent (Director Environmental Affairs)

a. Upon receipt of the package from the EPS, the EIRB Executive Agent will either sign the package or reject the package and submit it back to the EPS for further review or consideration.

b. For those actions that require the preparation of an EA or EIS, the following procedures will apply:

(1) Forward package to AC/S ISD, recommending that the proposed action will require and EA or an EIS.

(2) AC/S ISD signs the package or rejects the package and submits it back to Environmental Affairs for further review or consideration.

(3) If signed, the EIRB Executive Agent will inform the action sponsor that the proposed action will require an EA or EIS. The action sponsor will work with the Environmental Affairs' staff in arranging for the preparation of the required environmental documentation.

c. Once an EA or EIS has been completed, the EPS will place the findings on the agenda of the next EIRB meeting or staffed for recommendations to the Commanding General. These recommendations will generally be in the form of a FONSI or a ROD.

d. When an EA has concluded with a FONSI, the EPS and the EIRB will make recommendations to the Commanding General, usually in the form of a concurrence or non-concurrence routing sheet. When concurrence is recommended, the Commanding General signs the FONSI and approves the Notice of Availability (NOA), which is then returned to the NEPA Program Manager and forwarded to the action sponsor/contractor for publication. The proposed action may begin after the last date of publication, or as otherwise specified in the NOA. The NEPA Program Manager will promptly submit a copy of the signed FONSI to the Commandant of the Marine Corps (CMC) (Attn: Code MCICOM-GF/HQMC-LF) as required.

e. In the case of a ROD, after an EIS has been completed, the EPS and the EIRB will meet and make a recommendation to the Commanding General for concurrence or non-concurrence on the findings. When concurrence is recommended, the ROD is forwarded to Headquarters Marine Corps (HQMC) to be staffed by the Headquarters EIRB to the Department of the Navy (DON) for signature.

4. Execution of NEPA

a. Action Sponsor. Upon receipt and co-sign/acknowledgement of the NEPA documentation, the action sponsor or its execution agent will take the following actions:

(1) Ensures the NEPA documentation is included in project package.

(2) Ensures no contracts are awarded without the NEPA documentation. This documentation shall include the REIR and one of the following:

(a) DM for CATEX

(b) EA and FONSI

(c) EIS and ROD

(3) Ensures the contract award package addresses the specific action required to comply with environmental laws and regulations. These actions shall be included in either the contract specification sections or in the contract solicitation.

(4) Ensures completion of the NEPA execution form for each proposed action requiring the NEPA documentation. Ensures signed copies of the NEPA Execution Form are forwarded to the Environmental Affairs' NEPA Program Manager. Appendix (D) pertains.

(5) Retains on file, for a period of not less than ten years from the completion of the proposed action, copies of all projects and the NEPA documentation.

b. Director Environmental Affairs

(1) Conduct routine inspections of planning documentation and of actions during implementation, to ensure compliance with the NEPA requirements. Ensure completion of the NEPA execution form for each proposed action requiring the NEPA documentation. Appendix (D) applies.

(2) Ensure copies of all Decision Records, Decision Memoranda, NEPA execution forms, completed EAs and EISs, published FONSIs, NOAs, Notice of Intent (NOI), RODs and minutes taken during EIRB meeting; provides copies of Decision Memoranda, FONSIs, EAs, EISs and minutes of EIRB meetings to CMC (Attn: Code MCICOM-GF/HQMC-LF), as appropriate are uploaded into the NEPA-PAMS website.

Chapter 3

CATEGORICAL EXCLUSIONS (CATEX)

1. General

a. CATEX is a category of actions published by the Secretary of the Navy that normally do not have significant impact on the human environment and, therefore, do not require either an environmental assessment or an environmental impact statement. This chapter describes the decision and documentation process for application of a CATEX. When NEPA applies, and use of a CATEX is inappropriate, either an EA or EIS must be prepared.

b. Documentation of CATEXs will consist of a REIR form and a DM. Appendices (B) and (C), respectively, are the Combat Center's REIR form and DM format. The REIR form (and supporting documents) and the DM create a record demonstrating that an action has been reviewed by the Combat Center's EPS, and the EPS has determined the proposed action to be categorically excluded from further NEPA documentation. A DM will capture the action, applicable CATEX, facts supporting the CATEX, whether extraordinary circumstances exist, and requirements or conditions that have to be met before, during, or following completion of the Proposed Action. A DM is a record requiring the action sponsor to take mitigation measures. The Director, Environmental Affairs has been designated by the Commanding General for the signing of all NEPA DMs.

2. Taking Action

a. Proposed actions that are determined to require no further environmental review shall be forwarded to the Director Environmental Affairs for review and approval. Approval of these actions shall be documented by DM, which describes the action, applicable CATEX, facts supporting the CATEX, and actions required by the action sponsor to comply with other environmental requirements.

b. The Director Environmental Affairs shall sign all DMs for the Commanding General (By Dir). Action sponsor shall acknowledge/sign their completed DM package.

c. Provisions outlined in DMs are valid for two years from the date signed, unless a shorter time is specified in the DM. The Marine Corps NEPA Manual recommends revalidating DMs every year for recurring actions. It is incumbent on action sponsors to resubmit their document for validation, as specified in the DM, prior to the execution of their proposed action. This will ensure consideration of any changed conditions, new information, and/or changes in law, regulation or policy.

d. No action may be taken by the Action Sponsor that would violate the limitations on action during the NEPA process (action would have an adverse environmental impact or limits the choice of reasonable alternatives) until the decision document is approved and signed.

3. Extraordinary Circumstances. When an action falls within the categories listed in paragraph 4b of this Chapter, a CATEX may still be used, despite the presence of extraordinary circumstances (listed below), if the potential effects of the action are not significant. Before applying a CATEX, the decision maker must consider whether the proposed action would result in any of the following extraordinary circumstances:

a. Adversely affect public health or safety;

b. Involve effects on the human environment that are highly uncertain, involve unique or unknown risks, or which are scientifically controversial;

c. Establish precedents or makes decisions in principle for future actions that have the potential for significant impacts;

d. Threaten a violation of federal, state, or local environmental laws applicable to the DON; or

e. Involve an action that, as determined in coordination with the appropriate resource agency may:

(1) Have more than an insignificant or discountable effect on federally protected species under the Endangered Species Act or have impacts that would rise to the level of requiring an Incidental Take Authorization under the Marine Mammal Protection Act irrespective of whether one is procured;

(2) Have an adverse effect on coral reefs or federally designated wilderness areas, wildlife refuges, marine sanctuaries and monuments, or parklands;

(3) Adversely affects the size, function or biological value of wetlands and is not covered by a general (nationwide, regional, or state) permit;

(4) Have an adverse effect on archaeological resources or resources listed or determined to be eligible for listing on the National Register of Historic Places (including, but not limited to, ships, aircraft, vessels, and equipment) where compliance with Section 106 of the National Historic Preservation Act has not been resolved through an agreement executed between the DON and the appropriate historic preservation office and other appropriate consulting parties;; or

(5) Result in an uncontrolled or unpermitted release of hazardous substances or require a conformity determination under standards in 40 CFR part 93, subpart B (Clean Air Act General Conformity Rule).

4. CATEX Applications

a. CATEX Use

(1) To use a CATEX, the proposed action has to be within the scope of the CATEX and there are no extraordinary circumstances that preclude the use of the CATEX. This determination is made by the EPS based on the description of the proposed action provided by the action sponsor.

(2) If a decision is made to apply a CATEX to a proposed action that is more than administrative in nature, it must be documented in a decision memorandum. This decision is made by the EIRB Executive Agent.

(3) For actions with a documented CATEX where one or more extraordinary circumstances are present, a copy of the executed CATEX decision document (e.g., Record of CATEX or Decision Memorandum) must be forwarded for review to Navy Headquarters or Marine Corps Headquarters, as appropriate, before the action is implemented. With the exception of

extraordinary circumstance 5(A), the requirement to send the documented CATEX to headquarters for review will end on January 6, 2022.

b. CATEX List. Subject to the extraordinary circumstances determination, the following categories of actions are excluded from further analysis under the NEPA:

(1) Routine fiscal and administrative activities, including administration of contracts;

(2) Routine law and order activities performed by military personnel, military police, or other security personnel, including physical plant protection and security;

(3) Routine use and operation of existing facilities, laboratories, and equipment;

(4) Administrative studies, surveys, and data collection;

(5) Issuance or modification of administrative procedures, regulations, directives, manuals, or policy;

(6) Military ceremonies;

(7) Routine procurement of goods and services conducted in accordance with applicable procurement regulations, executive orders, and policies;

(8) Routine repair and maintenance of buildings, facilities, vessels, aircraft, ranges, and equipment associated with existing operations and activities (e.g., localized pest management activities, minor erosion control measures, painting, refitting, general building/structural repair, landscaping, or grounds maintenance);

(9) Training of an administrative or classroom nature;

(10) Routine personnel actions;

(11) Routine movement of mobile assets (such as ships, submarines, aircraft, and ground assets for repair, overhaul, dismantling, disposal, homeporting, home basing, temporary assignments; and training, testing, or scientific research) where no new support facilities are required;

(12) Routine procurement, management, storage, handling, installation, and disposal of commercial items, where the items are used and handled in accordance with applicable regulations (e.g., consumables, electronic components, computer equipment, and pumps);

(13) Routine recreational and welfare activities;

(14) Alteration of and additions to existing buildings, facilities, and systems (e.g., structures, roads, runways, vessels, aircraft, or equipment) when the environmental effects will remain substantially the same and the use is consistent with applicable regulations;

(15) Routine movement, handling and distribution of materials, including hazardous materials and wastes that are moved, handled, or distributed in accordance with applicable regulations;

(16) New activities conducted at established laboratories and plants, (including contractor-operated laboratories and plants) where all airborne emissions, waterborne effluent, external ionizing and non-ionizing radiation levels, outdoor noise, and solid and bulk waste disposal practices are in compliance with existing applicable Federal, state, and local laws and regulations;

(17) Studies, data, and information gathering that involve no permanent physical change to the environment (e.g., topographic surveys, wetlands mapping, surveys for evaluating environmental damage, and engineering efforts to support environmental analyses);

(18) Temporary placement and use of simulated target fields (e.g., inert mines, simulated mines, or passive hydrophones) in fresh, estuarine, and marine waters for the purpose of non-explosive military training exercises or research, development, test, and evaluation;

(19) Installation and operation of passive scientific measurement devices (e.g., antennae, tide gauges, weighted hydrophones, salinity measurement devices, and water quality measurement devices) where use will not result in changes in operations tempo and is consistent with applicable regulations;

(20) Short-term increases in air operations up to 50 percent of the typical operation rate, or increases of 50 operations per day, whichever is greater. Frequent use of this CATEX at an installation requires further analysis to determine there are no cumulative impacts;

(21) Decommissioning, disposal, or transfer of naval vessels, aircraft, and equipment when conducted in accordance with applicable regulations, including those regulations applying to removal of hazardous materials;

(22) Non-routine repair and renovation, and donation or other transfer of structures, vessels, aircraft, vehicles, landscapes or other contributing elements of facilities listed or eligible for listing on the National Register of Historic Places;

(23) Hosting or participating in public events (e.g., air shows, open houses, Earth Day events, and athletic events) where no permanent changes to existing infrastructure (e.g., road systems, parking and sanitation systems) are required to accommodate all aspects of the event;

(24) Military training conducted on or over nonmilitary land or water areas, where such training is consistent with the type of tempo of existing non-military airspace, land, and water use (e.g., night compass training, forced marches along trails, roads and highways, use of permanently established ranges, use of public waterways, or use of civilian airfields);

(25) Transfer of real property from DON to another military department or to another Federal agency;

(26) Receipt of property from another Federal agency when there is no anticipated or proposed substantial change in land use;

(27) Minor land acquisitions or disposals where anticipated or proposed land use is similar to existing land use and zoning, both in type and intensity;

(28) Disposal of excess easement interests to the underlying fee owner;

(29) Initial real estate in grants and out grants involving existing facilities or land with no significant change in use (e.g., leasing of federally owned or privately owned housing or office space, and agricultural out leases);

(30) Renewals and minor amendments of existing real estate grants for use of Government-owned real property where no significant change in land use is anticipated;

(31) Land withdrawal continuances or extensions that establish time periods with no significant change in land use;

(32) Grants of license, easement, or similar arrangements for the use of existing rights-of-way or incidental easements complementing the use of existing rights-of-way for use by vehicles (not to include significant increases in vehicle loading); electrical, telephone, and other transmission and communication lines; water, wastewater, storm water, and irrigation pipelines, pumping stations, and facilities; and for similar utility and transportation uses;

(33) New construction that is similar to or compatible with existing land use (i.e., site and scale of construction are consistent with those of existing adjacent or nearby facilities) and, when completed, the use or operation of which complies with existing regulatory requirements (e.g., a building within a cantonment area with associated discharges/runoff within existing handling capacities). The test for whether this CATEX can be applied should focus on whether the proposed action generally fits within the designated land use of the proposed site;

(34) Demolition, disposal, or improvements involving buildings or structures when done in accordance with applicable regulations including those regulations applying to removal of asbestos, PCBs, and other hazardous materials;

(35) Acquisition, installation, modernization, repair, or operation of utility (including, but not limited to, water, sewer, and electrical) and communication systems (including, but not limited to, data processing cable and similar electronic equipment) that use existing rights-of-way, easements, distribution systems, and facilities;

(36) Decisions to close facilities, decommission equipment, or temporarily discontinue use of facilities or equipment, where the facility or equipment is not used to prevent or control environmental impacts;

(37) Maintenance dredging and debris disposal where no new depths are required, applicable permits are secured, and disposal will be at an approved disposal site;

(38) Relocation of personnel into existing federally owned or commercially leased space that does not involve a substantial change affecting the supporting infrastructure (e.g., no increase in vehicular traffic beyond the capacity of the supporting road network to accommodate such an increase);

(39) Pre-lease upland exploration activities for oil, gas or geothermal reserves (e.g., geophysical surveys);

(40) Installation of devices to protect human or animal life (e.g., raptor electrocution prevention devices, fencing to restrict wildlife movement onto airfields, and fencing and grating to prevent accidental entry to hazardous areas);

(41) Reintroduction of endemic or native species (other than endangered or threatened species) into their historic habitat when no substantial site preparation is involved;

(42) Temporary closure of public access to DON property to protect human or animal life;

(43) Routine testing and evaluation of military equipment on a military reservation or an established range, restricted area, or operating area; similar in type, intensity and setting, including physical location and time of year, to other actions for which it has been determined, through NEPA analysis where the DON was a lead or cooperating agency, that there is no significant impacts; and conducted in accordance with all applicable standard operating procedures protective of the environment;

(44) Routine military training associated with transits, maneuvering, safety and engineering drills, replenishments, flight operations, and weapons systems conducted at the unit or minor exercise level; similar in type, intensity and setting, including physical location and time of year, to other actions for which it has been determined, through NEPA analysis where the DON was a lead or cooperating agency, that there are no significant impacts; and conducted in accordance with all applicable standard operating procedures protective of the environment.

(45) Natural resources management actions undertaken or permitted pursuant to agreement with or subject to regulation by Federal, state, or local organizations having management responsibility and authority over the natural resources in question, including, but not limited to, prescribed burning, invasive species actions, timber harvesting, and hunting and fishing during seasons established by state authorities pursuant to their state fish and game management laws. The natural resources management actions must be consistent with the overall management approach of the property as documented in an Integrated Natural Resources Management Plan (INRMP) or other applicable natural resources management plan;

(46) Minor repairs in response to wildfires, floods, earthquakes, landslides, or severe weather events that threaten public health or safety, security, property, or natural and cultural resources, and that are necessary to repair or improve lands unlikely to recover to a management-approved condition (*i.e.,* the previous state) without intervention. Covered activities must be completed within one year following the event and cannot include the construction of new permanent roads or other new permanent infrastructure. Such activities include, but are not limited to: Repair of existing essential erosion control structures or installation of temporary erosion controls; repair of electric power transmission infrastructure; replacement or repair of storm water conveyance structures, roads, trails, fences, and minor facilities; revegetation; construction of protection fences; and removal of hazard trees, rocks, soil, and other mobile debris from, on, or along roads, trails, or streams;

(47) Modernization (upgrade) of range and training areas, systems, and associated components (including, but not limited to, targets, lifters, and range control systems) that support current testing and training levels and requirements. Covered actions do not include those involving a substantial change in the type or tempo of operation, or the nature of the range (*i.e.*, creating an impact area in an area where munitions had not been previously used);

(48) Revisions or updates to INRMPs that do not involve substantially new or different land use or natural resources management activities and for which an EA or EIS was previously prepared that does not require supplementation pursuant to 40 CFR 1502.9(c)(1); and

(49) DON actions that occur on another Military Service's property where the action qualifies for a CATEX of that Service, or for actions on property designated as a Joint Base or Joint Region that would qualify for a CATEX of any of the Services included as part of the Joint Base or Joint Region. If the DON action proponent chooses to use another Service's CATEX to cover a proposed action, the DON must obtain written confirmation the other Service does not object to using its CATEX to cover the DON action. The DON official making the CATEX determination must ensure the application of the CATEX is appropriate and that the DON's proposed action was of a type contemplated when the CATEX was established by the other Service. Use of this CATEX requires preparation of a Record of CATEX or Decision Memorandum.

5. Recurring Actions

a. There are some activities with little risk of significant environmental effects that generate no practical need or benefit for preparing additional REIRs and DMs. Examples of such recurring or continuing actions are routine building maintenance, repair of paved surfaces, routine personnel actions, or purchases of supplies.

b. Counsel of Environmental Quality's guidance "strongly discourages procedures that require the preparation of additional paperwork to document that an activity has been categorically excluded" (48 FR 34263).

c. The use of one REIR and DM for recurring actions streamlines the NEPA review process while ensuring compliance with all applicable environmental laws and regulations.

d. Cyclic/Recurring Maintenance and Repairs (In-House Personnel)

(1) Action sponsors are strongly encouraged to group similar cyclic/recurring actions under an REIR that will be performed by trained in-house maintenance personnel.

(2) DMs for similar actions shall be issued to document the application of the CATEX to a set of future actions, i.e., routine building maintenance for the next fiscal year.

(3) Actions sponsors shall ensure REIRs/DMs that were issued for recurring actions are revalidated on an annual basis or as specified in the DM to ensure that the potential presence of enumerated conditions do not exist.

(4) Action sponsors shall document and be prepared to demonstrate that the requirements as outlined in the DMs are being adhered to for all projects associated with the recurring event.

e. Cyclic Maintenance and Repairs (Contractor Support)

(1) Memorandums for the Record are revalidated and reissued annually to record the Combat Center's decision to grant Facilities Engineering and Acquisition (FE&A) and MCCS the authority to:

(a) Group twenty-seven (27) routine maintenance and repair actions that fall under 32 CRF Part 775.6 (f), CATEX numbered eight (8) into one REIR record to be supplemented as required with action-specific decision memoranda.

(b) Group nine (9) demolition, disposal, or improvement actions that fall under 32 CRF Part 775.6 (f) CATEX number thirty-five (35) into one REIR record to be supplemented as required with action-specific decision memoranda.

(c) Appendix (I) contains a listing of the twenty-seven (27) routine maintenance and repair actions and the nine (9) demolition, disposal, or improvement actions.

(d) Appendices (J) and (K) contain copies of the Memorandum for the Record, the REIR, and the DM template that captures the routine maintenance/repair actions and the demolition, disposal, or improvement actions respectively.

(2) FE&A and MCCS are strongly encouraged to use the respective grouping DM template to cover actions that will be conducted by contract personnel. If used, FE&A and or MCCS shall:

(a) Complete a grouping DM for each action that requires NEPA documentation.

(b) Ensure that a copy of the scope of work is included as an enclosure to the grouping DM.

(c) Submit completed grouping DMs to Environmental Affairs' NEPA Program Manager for review, concurrence, and signature.

(d) Ensure that all the requirements as outlined in the grouping DM are being strictly adhered to and were effective.

(e) Ensure the completion of the installation's NEPA Execution Form that captures contractors' compliance with supporting documentation for each grouping DM issued annually. Appendix (D) contains a template of the Installation's NEPA Execution Form.

(f) Ensure that the NEPA compliance documentation is retained for at least ten years.

DEFINITIONS

1. Action Sponsor. The lead department or activities point of contact for a proposed action.

2. Administrative Record. The administrative record is a critical component of the NEPA process and consists of all documents and materials (including intra-office e-mails) directly or indirectly considered by the decision maker. Should a decision be challenged, the appropriate reviewing court will consider the decision primarily (if not solely) based on the administrative record. The decision maker is responsible for assembling and maintaining the administrative record. Commanders, supervisors and officers-in-charge shall ensure all administrative record documents and materials are properly maintained and readily retrievable upon request.

3. Categorical Exclusion (CATEX). The DON's list of actions that normally do not have a significant effect on the human environment and, therefore, would not require either an EA or an EIS. Chapter 3 contains the DON's CATEX list.

4. Decision Memorandum (DM). A DM would be prepared for a Proposed Action that is identified under the listed CATEX numbers. Generally, the DM includes a description of the Proposed Action, the reason for categorically excluding it, and requirements that must be followed when conducting the action. Appendix (C) is the DM format template.

5. Environmental Assessment (EA). An EA is a concise document that:

(a) Briefly provides sufficient evidence and analysis for determining whether to prepare an EIS or FONSI.

(b) Aids Marine Corps environmental compliance when no EIS is necessary.

(c) Facilitates preparation of an EIS when one is necessary.

(d) Includes brief discussions of the need for the proposal, reasonable alternatives to the proposed action, environmental impacts of the proposed action, and a list of the agencies and persons consulted.

6. Environmental Impact Statement (EIS). A NEPA document that provides a full and fair discussion of the significant environmental impacts of major federal actions and informs decision makers and the public of the reasonable alternatives that would avoid or minimize adverse impacts or enhance the quality of the human environment. It is used by federal officials, in conjunction with other relevant materials, to plan actions and make decisions.

7. Environmental Impact Review Board (EIRB). An executive body that meets as needed to consider current environmental compliance and protection issues. The board reviews environmental documentation to determine if the potential for environmental degradation or public controversy exists. The chairperson will task or assign ad hoc members to the board from installation organizations or tenant commands as required or as recommended by the EIRB's executive agent. The chairperson calls the meeting and the Executive Agent sets the agenda. The composition of the EIRB is as follows:

a. Chief of Staff: Chairperson

b. AC/S MTD: Voting Member

c. AC/S ISD: Voting Member

d. AC/S Communications: Voting Member

e. Director Mission Assurance: Voting Member

f. Director Governmental Affairs Officer: Voting Member

g. Director Comptroller: Voting Member

h. Office of General Counsel (OGC): Non-voting Member

i. Director Environmental Affairs: Executive Agent

j. Public Works Officer Public Works Division: Voting Member

8. Environmental Planning Staff (EPS). Environmental media managers and specialists from Environmental Affairs The EPS reviews all proposed actions and meets on an "as needed" basis. The Environmental Affairs Deputy Director announces the meetings. The EPS assists the EIRB by reviewing proposed actions, conducting necessary research, identifying and seeking resolutions to issues, and identifying needed permits, approvals, or reviews. The EPS also recommends the type of environmental documentation proposed actions require and makes recommended modifications to the draft documentation prior to review by the EIRB. The chairperson for the EPS is the Deputy Director, Environmental Affairs.

9. Finding of No Significant Impact (FONSI). A document in which the Marine Corps briefly presents reasons why an action, not otherwise categorically excluded, will not have a significant effect on the human environment and for which an EIS will not be prepared. A FONSI may be one result of the review of an EA.

10. Human Environment. The natural and physical environment and the relationship of people with that environment.

11. Mitigation. Actions that minimize, rectify, reduce, eliminate, or compensate for the environmental impacts of a proposed action.

12. Monitoring. Supervising and regulating the implementation of approved actions, including mitigation and other environmental protection measures required by the EPS, EIRB, Headquarters Marine Corps, or Combat Center orders.

13. Notice of Availability (NOA). A public notice that is published for EISs and EAs that informs the public that the EIS and/or EA is available for review. NOAs for EISs are published in the Federal Register per EPA instructions. NOAs for EAs are published locally (methods and duration at the discretion of the Combat Center). .

14. Notice of Intent (NOI). A document prepared that announces the installation's intent to prepare an EIS. NOI's signature authority for approval is the CMC, Deputy Chief of Installations and Logistics (CMC I&L).

15. Proposed Action. Any Marine Corps proposal that is a major federal action, including:

(a) New activities entirely or partly funded, assisted, conducted, regulated, or approved by the Marine Corps.

(b) Substantive changes in continuing actions, such as major changes in operation tempo, areas of use, or in methodology/equipment, where these changes have the potential for significant impact.

(c) Specific projects, such as management activities located in a defined geographic area, public/private venture projects, special projects, land acquisition, natural resources management projects, facilities maintenance and repairs, minor construction, emergency construction, replacement of damaged/destroyed facilities, alterations of facilities, unspecified minor military construction, and major military construction activities.

d) New or revised Marine Corps rules, regulations, plans, policies, or procedures.

16. Record of Decision (ROD). Following the final EIS, a concise public document explaining the reasonable alternative to the proposed action selected for implementation and any adopted mitigation and monitoring requirements.

17. Request for Environmental Impact Review (REIR) Form. Appendix (B) is used to address possible environmental impacts associated with proposed actions.

NEPA-PAMS GUIDANCE AND REIR FORM

1. The Combat Center uses HQMC's NEPA-PAMS system. The use of NEPA-PAMS is required by HQMC and replaces the use of paper REIRs. NEPA-PAMS is designed to automate the preparation of the REIR, identify the appropriate level of NEPA analysis, review and comment on a proposed action, document potential impacts and mitigation measures, support Administrative Record development, and document archiving.

2. Access to NEPA-PAMS is restricted to personnel holding a Department of Defense Common Access Card. Personnel requiring access to NEPA-PAMS shall contact the Environmental Affairs' NEPA Program Manager at (760) 830-8190.

3. Actions Sponsors having authorized access to NEPA-PAMS will be able to draft, review, edit and submit their REIRS online through NEPA-PAMS. NEPA-PAMS provides Action Sponsors with the capability to obtain real time status of their project.

4. Listed below are links to NEPA-PAMS's documents that provides additional guidance for personnel working with NEPA-PAMS at the various levels of the NEPA documentation process:

a. NEPA Program Manager (NEPA PM) Quick Guide: https://nepapams.usmc.mil//Repository/Common%20References/2b._NEPA_PM_Quick_Guide_July2018.pdf.

b. Action Sponsor Quick Guide: https://nepapams.usmc.mil//Repository/Common%20References/2a._Action_Sponsor_Quick_Guide_July2018.pdf.

c. REIR/Document Reviewer Subject Matter Experts (SMEs) Quick Guide: https://nepapams.usmc.mil//Repository/Common%20References/2c._REIR-Document_Reviewer_(SME)_Quick_Guide_July2018.pdf.

d. Decision Memorandum (DM) Review Quick Guide: https://nepapams.usmc.mil//Repository/Common%20References/2d._Decision_Memorandum_(DM)_Reviewer_Quick_Guide_July2018.pdf.

5. Combat Center's only authorized REIR form: https://nepapams.usmc.mil/NEPA/default.aspx.

NEPA-PAMS DECISION MEMORANDUM FORMAT

DECISION MEMORANDUM

Subj: MEMORANDUM OF DECISION FOR (CATEX_)

Encl: (1) [COPY OF REIR]
(2) [Site Maps]
(3) [Applicable Conditions]

1. ACTION SPONSOR: _____

2. PROJECT: (Short narrative of proposed action)

3. DESCRIPTION OF PROPOSED ACTION: As described in Enclosures (1) and (2).

4. FOR CATEGORICAL EXCLUSION: In response to Enclosure (1), this document satisfies the National Environmental Policy Act review requirements and qualifies as a categorical exclusion in compliance with 32 Code of Federal Regulations Part 775.6 (f) (__). CATEX (__) applies to "…". The following statements are made for the record to clarify that with this proposed action, there are no enumerated conditions as set out in 32 CFR Part 77.6(e):

a. There is no reason to anticipate any adverse effect on public health or safety.

b. The action has no effects on the human environment that are highly uncertain, involve unique or unknown risks, or which are scientifically controversial.

c. The Proposed Action establishes no precedents or makes decisions in principle for future actions that have the potential for significant impacts.

d. The action does not threaten a violation of federal, state, or local environmental laws applicable to the Department of the Navy.

e. The Proposed Action, as determined in coordination with the appropriate resource agency, does not:

(1) Have more than an insignificant or discountable effect on federally protected species under the Endangered Species Act or have impacts that would rise to the level of requiring an Incidental Take Authorization under the Marine Mammal Protection Act irrespective of whether one is procured;

(2) Have an adverse effect on coral reefs or on federally designated wilderness areas, wildlife refuges, marine sanctuaries and monuments, or parklands;

(3) Adversely affects the size, function or biological value of wetlands and is not covered by a general (nation-wide, regional, or state) permit;

(4) Have an adverse effect on archaeological resources or resources listed or determined to be eligible for listing on the National Register of Historic Places (including, but not limited to, ships, aircraft, vessels, and equipment) where compliance with Section 106 of the National Historic

Preservation Act has not been resolved through an agreement executed between the DON and the appropriate historic preservation office and other appropriate consulting parties; or

(5) Result in an uncontrolled or unpermitted release of hazardous substances or require a conformity determination under standards in 40 CFR part 93, subpart B (the Clean Air Act General Conformity Rule).

5. Actions required by the Action Sponsor to comply with other environmental requirements. Enclosure (1) applies.

6. APPROVAL/DISAPPROVAL OF CATEGORICAL EXCLUSION: Therefore,

- ☐ It has been determined that this project is categorically excluded from further NEPA documentation by the aforementioned exclusion.
- ☐ It has been determined that this project does not fall within the categorical exclusions and that an environmental assessment or environmental impact statement is required.

Accepted

/s/ I. Sign
By direction

Receipt Acknowledged

Action Sponsor's Full Name
Date

NEPA EXECUTION TEMPLATES

[*ACTIVITY'S/ACTION SPONSOR'S LETTER HEAD*]

5090.4
[*DATE*]

From: [*TITLE OF ACTIVITY HEAD, NAME OF ACTIVITY, LOCATION*]
To: Commanding General, Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center (Attn: Environmental Affairs, NEPA Program Manager)

Subj: EXECUTION OF [*NEPA DOCUMENT TITLE, I.E. MEMORANDUM OF DECISION, ETC.*] FOR PROJECT: [*PROJECT NAME/TITLE*]

Ref: (a) Request for Environmental Impact Review (REIR) for [*PROJECT NAME/TITLE*] of [*DATE OF REIR*]
(b) MAGTFTC CG's [*TITLE OF NEPA DOCUMENT, i.e. MEMORANDUM OF DECISION, ETC.*] [*NEPA DOCUMENT CONTROL NUMBER, I.E. 5090.4/12654.1 of 21 July 2006*]
(c) MCO 5090.2
(d) CCO 5090.4H

1. Reference (a) is the request for an environmental impact review for project [*PROJECT NAME/TITLE*].

2. Reference (b) is Marine Air Ground Task Force Training Command Commanding General's [*TITLE OF NEPA DOCUMENT*] that describes the project and lists actions that shall be required to comply with other environmental requirements.

3. The project cited in references (a) and (b) started on [*DATE PROJECT STARTED*] and was completed on [*DATE PROJECT COMPLETED*].

4. During the execution of the project, the provisions outlined in reference (b) were, to the best knowledge of [EXECUTION AGENT, I.E. FEA, MCCS, MTD, ETC.], strictly adhered and were effective.

5. A copy of this letter, [TITLE OF NEPA DOCUMENTATION] and the project folder will remain on file for no less than 10 years. Reference (c) and (d) apply.

NAME OF SIGNER

Copy to:
Project File

[COMPANY LETTER HEAD]

[DATE]

From: [NAME OF COMPANY]
To: [Name/Official Address of Action Sponsor]

Subj: EXECUTION OF MEMORANDUM OF DECISION FOR CONTRACT
CONTRACT NUMBER i.e. N62473-XX-X-XXXX]

Ref: (a) Request for Environmental Impact Review (REIR), [PROJECT NAME] of [DATE OF REIR]
(b) MAGTFTC CG's Decision Memorandum [NEPA DOCUMENT CONTROL NUMBER i.e. 5090.4/XXXXX.X of [DATE OF DECISION MEMORANDUM]
(c) MCO 5090.2
(d) CCO 5090.4H

1. Reference (a) is the request for an environmental impact review for project [CONTRACT NUMBER].

2. Reference (b) is Marine Air Ground Task Force Training Command Commanding General's Decision Memorandum that describes the project and lists actions required by environmental requirements.

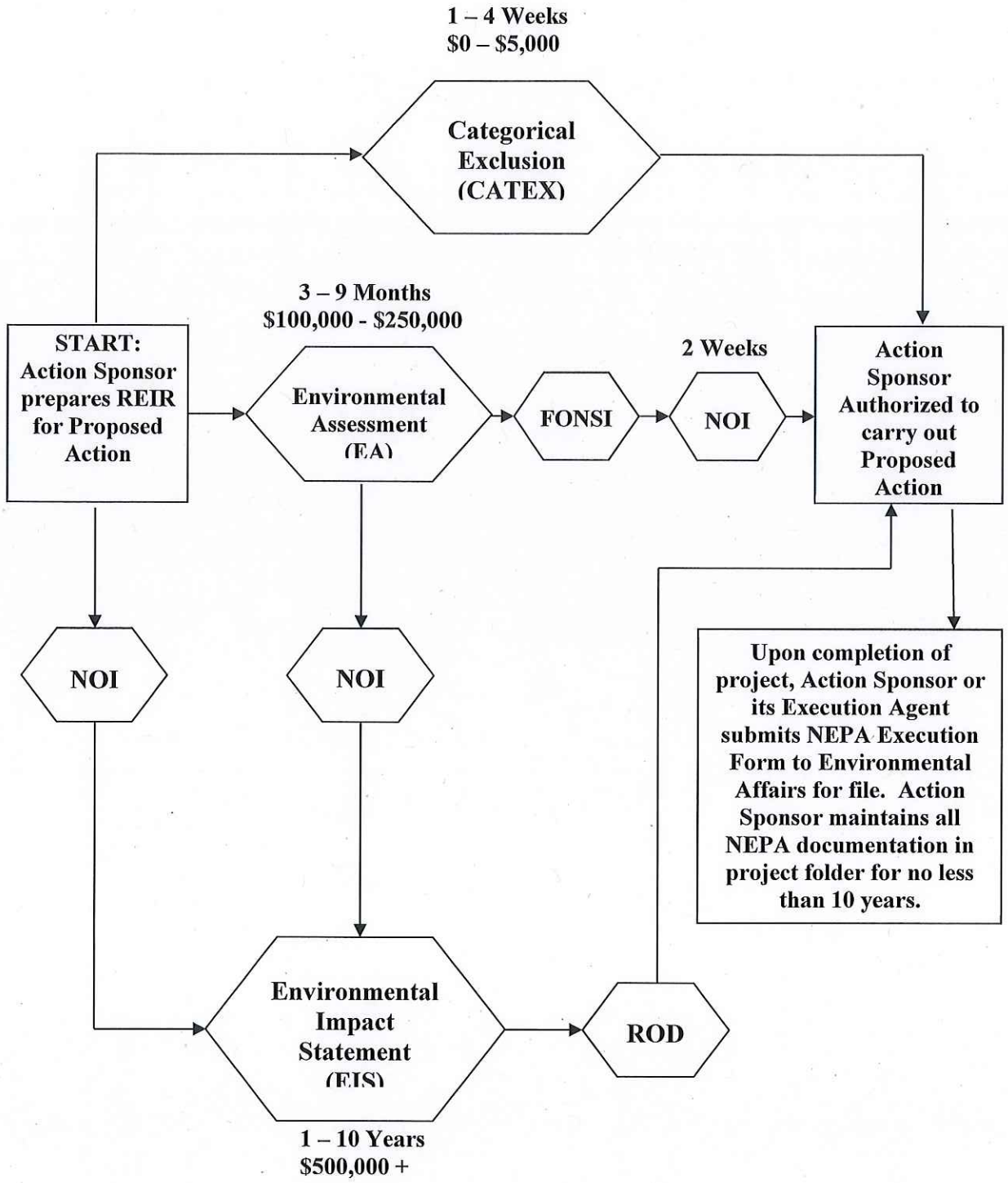
3. The project cited in references (a) and (b) was awarded on [AWARD DATE] and was completed on [COMPLETION DATE].

4. During the execution of the project, the provisions outlined in reference (b) were strictly adhered and were effective. Attached are supporting documents required under the Decision Memorandum. [Attached MSDS, HM Log, Construction/Demolition Debris Report, etc].

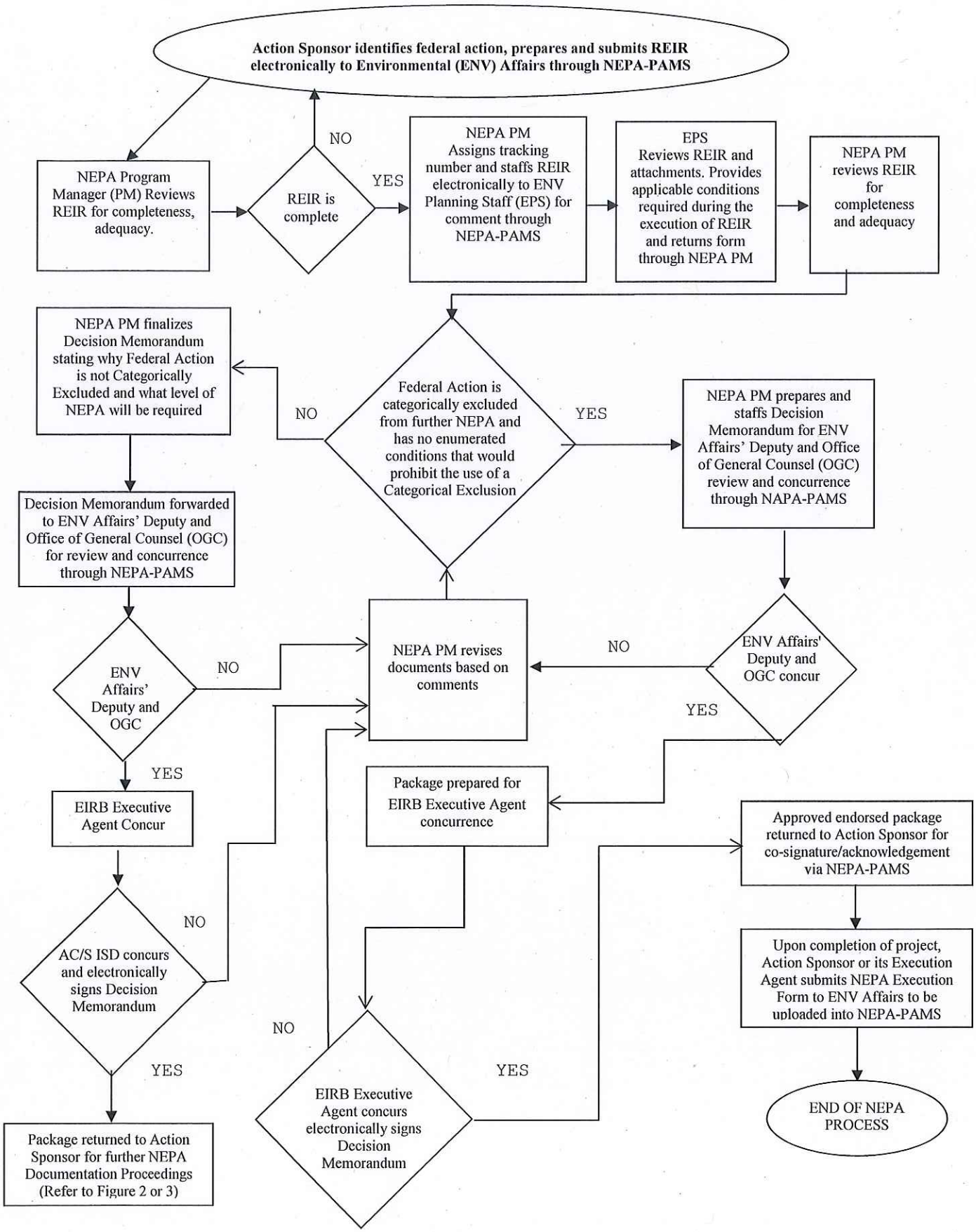
I. M. SIGNER

Note: The letter shall be signed by a Company official or responsible employee who has personal knowledge on the compliance of EPP and the Decision Memorandum during the construction period of contract.

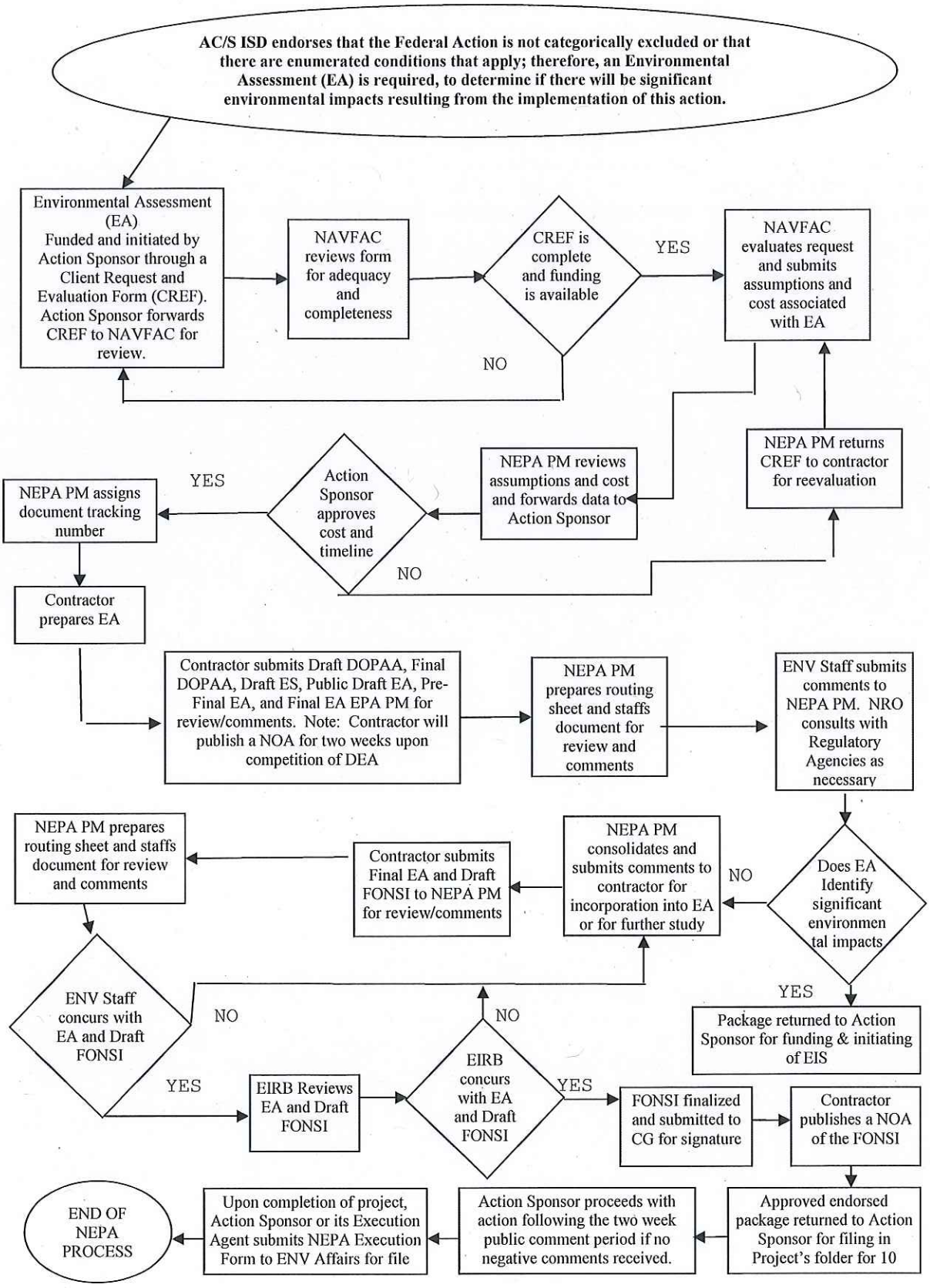
Combat Center's NEPA Process Overview Flow Chart



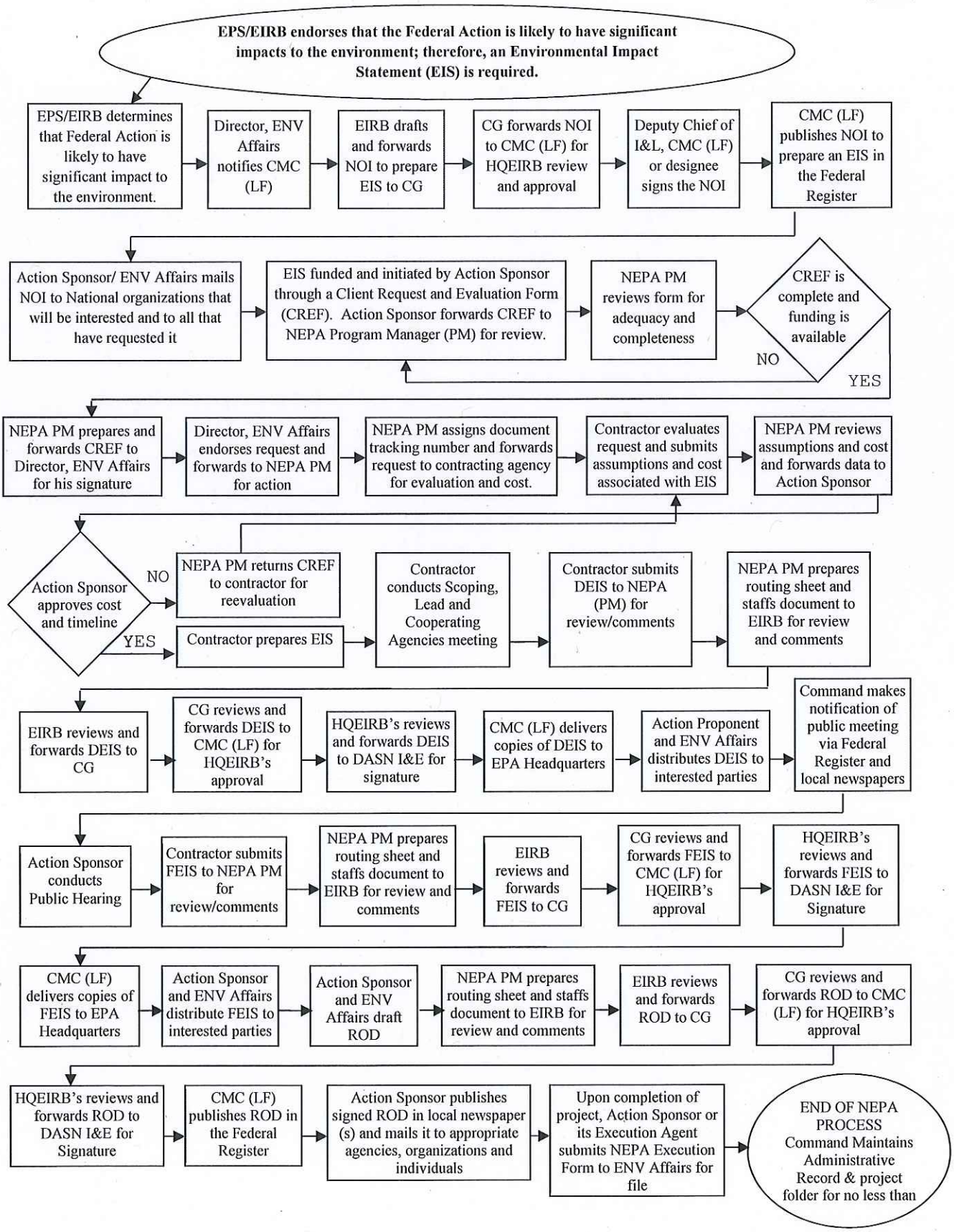
Combat Center's NEPA Process Flow Chart For Categorical Exclusions (CATEX)



Combat Center's NEPA Process Flow Chart For Environmental Assessments (EA)



Combat Center's NEPA Process Flow Chart For Environmental Impact Statements (EIS)



LISTING OF GROUPING ACTIONS

1. The Twenty-seven (27) Grouping Routine Maintenance and Repair Actions

   a. Electrical Distribution System

   b. Carpentry

   c. Concrete/Masonry

   d. Cross Connection Control

   e. Electrical

   f. Above Ground and Below Ground Tank System

   g. Fire Alarm Systems

   h. Grounds Maintenance

   i. High Temperature Hot Water (HTHW) Distribution System

   j. Chilled Water (CW) Distribution System

   k. Heat, Ventilation, Air Conditioning and Refrigeration

   l. Energy Management Control System

   m. Locksmith

   n. Metal Fabrication

   o. Non-Potable Water System

   p. Painting

   q. Perform Pest Management

   r. Plumbing

   s. Potable Water system Operations and Maintenance

   t. Maintenance of Improved and Unimproved Road Surfaces

   u. Spread Rock and Gravel

   v. Roofing

   w. Signs

   x. Swimming Pool and Training Tank Maintenance Services

   y. Wash Racks and Oil Water Separators

   z. Waste Water Treatment Plants (WWTP)

   aa. Central Heat Plant (CHP) and Co-Generation Facility (COGEN)

2. The Nine (9) Grouping Demolition, Disposal, or Improvements Actions

a. Carpentry

b. Masonry Concrete

c. Electrical

d. Fire Alarm Systems

e. Heat, Ventilation, Air Conditioning and Refrigeration

f. Locksmith

g. Metal Fabrication

h. Painting

i. Plumbing