



UNITED STATES MARINE CORPS
MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE NC 28542-0004

BO 5090.12
BEMD
DEC 15 2010

BASE ORDER 5090.12

From: Commanding Officer
To: Distribution List

Subj: ENVIRONMENTAL IMPACT REVIEW PROCEDURES

Ref: (a) 42 U.S.C. Section 4321 et. seq. National
Environmental Policy Act (NEPA)
(b) 69 Federal Register 8108-8112 of 23 Feb 04
(c) MCO P5090.2A w/Ch 2
(d) BO P3570.1B
(e) MCIEASTO 5090.12

Encl: (1) Field Exercise Request for Environmental Impact
Review
(2) Request for Environmental Impact Review

1. Situation. To provide policy and procedural guidance for implementation of the National Environmental Policy Act (NEPA) as required by references (a) through (c).

2. Cancellation. BO 11000.1D.

3. Mission

a. To ensure compliance with NEPA, establish procedures, and assign responsibilities for the administration of the environmental impact review of proposed actions which may affect the environment at Marine Corps Base, Camp Lejeune (MCB CamLej), and Marine Corps Air Station (MCAS), New River personnel and units which may affect the environment.

b. Summary of Revision. This Order has been revised and should be reviewed in its entirety.

4. Execution. Staff sections and MCB CamLej tenant commands will ensure compliance with the contents of this Order as provided.

DISTRIBUTION A: Approved for public release; distribution is unlimited.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The intent of this Order is to provide step by step guidance to action proponents on how to submit a proposal for environmental review, and to provide guidance to other staff sections on their roles and responsibilities within this process.

(2) Concept of Operations. Review of proposed actions will be initiated through submittal of a completed review form, as detailed in the step by step methodology below. Two forms are available, the Field Exercise Request for Environmental Impact Review (FEREIR), enclosure (1); and Request for Environmental Impact Review (REIR), enclosure (2). The FEREIR is for military training that requires coordination with the Environmental Management Division (EMD) per the current version of reference (d). The REIR is for all other actions. The forms can be downloaded from the EM portal or by contacting anyone in the NEPA Section, Environmental Conservation Branch, EMD, or by contacting the forms control manager, Base Adjutant's Office.

(a) Step by step methodology for review of field exercises is provided below:

1. The unit will follow the instructions on the FEREIR Form. If necessary, the unit will submit a completed form to Lejeune_REIR@usmc.mil. Updates will be reflected in the current version posted on the EMD portal.

2. The unit will submit the FEREIR as far in advance of the field exercise as possible, but no less than 2 weeks prior to the field exercise. Substantial lead time for environmental review may be required if there are potential impacts to wetlands, endangered species, or archaeological sites, and for any training exercises taking place on or over nonmilitary property.

3. EMD will review the completed FEREIR Form for appropriate staff review and comment and will return a written response to the unit.

4. Some field exercises are done repetitively with minimal changes from occurrence to occurrence. For these exercises, the unit may submit one FEREIR Form listing all

planned dates for individual exercise events on a quarterly or yearly basis, as appropriate.

(b) Step by step methodology for review of all other proposed actions is provided below:

1. The action proponent will obtain the current forms from the EMD portal. Updates will be posted regularly.

2. The action proponent will determine if the proposed action is already addressed by a current programmatic MCB CamLej Decision Memoranda (DM). If so, no further environmental review or documentation is required to proceed with implementation of the proposed action.

3. If the proposed action is not addressed in a current programmatic MCB CamLej DM, the action proponent will follow the instructions on the REIR Form and coordinate the submittal of the REIR through the appropriate Base/Air Station department (Base S-3 for training and range related issues and/or Installation and Environment (I&E); or MCAS New River's S-4 for facilities). Coordinate with the I&E Operations Officer at 451-3035, if the work is being performed by troop training, prior to proceeding with the project. The appropriate Base department will then submit the completed form to Lejeune_REIR@usmc.mil.

4. EMD will review the completed REIR and distribute it for appropriate staff review and comment. Significant lead-time may be required to review and determine potential environmental impacts and to acquire identified permits and/or approvals from Federal and State agencies. EMD must receive REIR forms no later than the fourth Wednesday of each month for review at the next Environmental Impact Working Group (EIWG) meeting.

5. EMD will prepare a DM to document the review. The DM will include a decision regarding the appropriate level of NEPA documentation (Categorical Exclusion (CATEX), Environmental Assessment (EA) or Environmental Impact Statement (EIS)). The DM will also contain environmental staff comments regarding the proposed action and potential alternatives, and will note any Federal or State permits, and/or consultations required prior to project implementation. EMD

will forward the DM to the action proponent for signature and follow-up action as appropriate.

6. EMD and the action proponent sign the completed DM and retain in project planning files.

7. Receipt of a DM stating that a CATEX is appropriate indicates that NEPA review of the proposed action is complete. Other environmental permits may still be required prior to implementation of the proposed action.

8. Upon receipt of a DM that states that the proposed action does not qualify for a CATEX, the action proponent will either modify the proposed action and resubmit it for review, or will proceed with funding to support the preparation of an EA or EIS (with assistance of EMD). Implementation of the proposed action cannot occur until NEPA documentation is complete.

b. Subordinate Element Missions

(1) Action Proponent

(a) Complete the appropriate review form (FEREIR or REIR) and submit the completed form according to the step by step methodology described in paragraph 4a(2) above.

(b) Coordinate with the NEPA Section to determine the level of environmental review required for the proposed action.

(c) Provide a representative to brief the proposed action to the NEPA Branch head or Chairman, EIWG, if required. Submit completed forms no later than the fourth Wednesday of the month for review at the next EIWG meeting.

(d) Fund preparation of environmental documentation, including EAs and EIS', related scientific studies, construction permits, and mitigation requirements.

(e) Ensure no irretrievable commitment of resources is made prior to completion of the NEPA process.

(f) Sign the DM upon receipt from EMD. The action proponent signature indicates concurrence with the following:

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that the DM has been received, read and understood; and that the environmental review remarks contained in the DM will be incorporated into project planning files, designs and contract requirements.

(2) National Environmental Policy Act (NEPA) Section

(a) Coordinate the review of REIR/FEREIRs describing MCB CamLej initiated proposed actions, or proposed actions occurring on MCB CamLej properties.

(b) Forward REIR/FEREIRs that discuss proposed actions with regional scope to I&E, Marine Corps Installations East (MCIEAST) per reference (e).

(c) Coordinate with the appropriate MCB CamLej Department (I&E, Base S-3 or MCAS New River S-4) to determine that the proposed action has received command approval prior to initiating environmental review. The NEPA Section head determines when a FEREIR or REIR needs to be re-routed and will forward to other organizations for validation before processing.

(d) Ensure that a submitted REIR/FEREIR is complete and accurate, with a complete purpose and need description, identification of reasonable alternatives, if any, and sufficient information to allow the environmental staff to understand and review the proposed action.

(e) Determine the appropriate level of staff review for the proposed action. Proposed actions that do not clearly meet the requirements of a CATEX, or have conditions that would preclude the use of a CATEX, will be reviewed during the next scheduled EIWG meeting. For those proposed actions that do clearly meet the requirements of a CATEX, the NEPA Section will determine which staff members would have an interest in the proposed action and will coordinate an expedited (JET) review directly with these staff members.

(f) Prepare and distribute minutes of each EIWG meeting.

(g) Issue a DM containing the environmental review and provide it to the action proponent.

(h) Determine if staff can prepare the EA based on complexity and available staff time.

(i) If not prepared via staff effort, represent EMD in the development of documents (EA or EIS) prepared via contract. Provide review of contracting materials. Coordinate meetings and Base staff review of documents.

(j) Prepare EAs when complexity of the proposed actions and NEPA Section workload allows.

(k) Maintain an up-to-date archive of NEPA documentation in hardcopy and electronic form.

(l) Coordinate the review of field exercises on behalf of EMD. Communicate with the unit pertaining to all environmental considerations affecting the exercise. Forward FEREIRs to the Military Liaison, Resource Conservation Recovery Section of EMD, if the field exercise involves fuel handling.

(m) Determine whether additional NEPA documentation is required for proposed training activities, and coordinate the preparation of additional NEPA analysis and documentation as required. Most training related actions have been addressed in previous documentation and may proceed without further analysis.

(3) Environmental Impact Working Group (EIWG)

(a) Review proposed actions and recommend an appropriate level of NEPA documentation. If necessary, the EIWG Chairman will call a vote. Voting members are identified in paragraph 4c(8)(a). The decisions available to the EIWG members include the following:

1. No documentation is required. The proposed action is not subject to NEPA documentation according to paragraph 12201.2.b of reference (b).

2. A Categorical Exclusion (CATEX) is appropriate. The proposed action is contained in the list of CATEXs in paragraph 12201.3 of reference (b) and there are no applicable conditions that preclude the use of a CATEX.

3. An Environmental Assessment (EA) is required. This decision is appropriate for proposed actions

where conditions exist that prohibit the use of a CATEX per paragraph 12201.3.b of reference (b).

4. An Environmental Impact Statement (EIS) is required. The proposed action may have significant impacts on the environment. Preparation of an EIS is required.

5. The discussion is tabled. The proposed action may require tabling if there is not enough information available for EIWG members to understand the scope of the proposal or the action proponent or his representative are not present at the meeting.

6. The voting member also has a right to abstain if the voting member has a conflict of interest with the proposed action or proponent. However, they must explain the reason(s) for abstention.

(b) Review EAs during their development, and at completion of the analysis, provide one of the following recommendations to the EIRB for concurrence and subsequent presentation to the commanding officer (CO).

1. The proposed action will have no significant impact on the environment, a Finding of No Significant Impact (FONSI) is appropriate, and the action may proceed as planned.

2. The proposed action as planned may have a significant impact on the environment unless prescribed mitigation measures are accomplished.

3. The proposed action cannot proceed as planned without a significant impact on the environment. However, a reasonable alternative to the proposal that was not originally evaluated in the EA can proceed without a significant impact and the EA should be revised to include this alternative.

4. A FONSI for the proposed action is inappropriate; significant impacts can be avoided only if the "no action" alternative is selected. An EIS is required if the Action Proponent wishes to continue with the proposal.

(c) Review Environmental Impact Statements (EIS) during their development. At completion of the analysis provide

recommendations regarding the document and Record of Decision (ROD) to the EIRB for review.

(d) The EIWG Chairman will call a vote when there is a debate over the appropriate EIWG decision. Each voting member is entitled to a single vote. The Chairman votes only to break a tie. However, if the Chairman of the EIWG does not concur with the results of the vote, the decision will be elevated to the EIRB.

(4) Environmental Impact Review Board (EIRB)

(a) The Installation EIRB will review the recommendation of the EIWG and will make one of the following determinations:

1. The EIRB concurs with the conclusions of the EIWG as presented.

2. The EIRB does not concur with the conclusions of the EIWG.

(b) Upon considering the NEPA analysis and the conclusion of the EIWG and environmental staff, the EIRB will prepare a recommended course of action (to include a draft FONSI, or draft ROD (if appropriate) for consideration by the commander exercising FONSI signature authority.

(5) Commanding Officer (CO). The CO exercising FONSI signature authority, upon consideration of the EA conclusion and the EIRB recommendation, will take one of the following actions:

(a) For proposed actions with no significant environmental effects, the CO will finalize, approve, and issue the FONSI.

(b) For proposed actions which fall within one of the categories set forth in 12201.4.e(3) of reference (b), forward the proposed FONSI, EA, and recommended course of action to MCIEAST per reference (e) for review and submission to the Commandant of the Marine Corps (CMC) (LF). Upon concurrence from CMC (LF), the CO will sign the FONSI.

(c) For proposed actions where potentially significant effects have been identified, the CO will recommend

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the preparation of an EIS if the Action Proponent intends to proceed with the proposed action.

c. Coordinating Instructions. For the purpose of this Order, the following definitions are explained respectively to mean:

(1) Action. Broadly interpreted as any proposal including:

(a) Substantive changes in ongoing operations including military training, such as major changes in operation tempo, areas of use, or in methodology/equipment, where these changes have the potential for significant impact; and

(b) Specific projects, such as construction or management activities located in a defined geographic area (e.g. military construction projects, public/private venture projects, special projects, land acquisitions, natural resources management projects, and locally funded projects).

(2) Action Proponent. The commander, CO, or civilian director of a unit, activity, organization who initiates or originates a proposal for action and who has command control authority over the action once it is authorized. For some actions, the originator will also serve as the decision making authority for that action.

(3) Categorical Exclusion (CATEX). Actions that the Department of the Navy (DON) has determined do not have a significant effect, individually or cumulatively, on the human environment under normal circumstances and for which neither an EA nor EIS is required. DON CATEXs are listed in reference (c).

(4) Decision Memorandum (DM). The official memorandum documenting the review of a proposed action. The DM will include the decision regarding the appropriate level of NEPA documentation (CATEX, EA or EIS). The DM will also contain environmental staff comments regarding the proposed action and potential alternatives, and will note any Federal or State permits, and/or consultations required prior to project implementation.

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

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

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

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

(d) Includes brief discussions of the proposed action including the following specific items: the purpose and need, reasonable alternatives, environmental impacts of the proposed action, any alternatives, and a list of the agencies and persons consulted. A list of proposals normally requiring preparation of an EA is in paragraph 12201.4(b) of reference (b).

(6) Environmental Impact Statement (EIS). An EIS is a NEPA document that provides full and fair discussion of 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). The EIRB is an executive body formed to make recommendations to the CO regarding environmental documentation. Members of the EIRB are listed below with their voting status indicated in parenthesis:

- (a) Chairman, Executive Officer, MCB CamLej (voting)
- (b) Director, Base S-3 (voting)
- (c) Director, Installation Development Division
(voting)
- (d) CO, MCAS New River (voting)
- (e) Director, EMD (Chairman, voting)

(f) Government and External Relations Officer
(voting)

(g) Eastern Area Counsel Office ((EACO) legal
advisor)

(8) Environmental Impact Working Group (EIWG). The EIWG is a staff level body, meeting when required to address the environmental impacts of one or more individual proposals. Membership is as follows:

(a) Permanent members

1. Chairman: Head, NEPA Section, Environmental Conservation Branch, EMD, MCB CamLej (voting member, votes only to break a tie)

2. Representative, EMD, MCB CamLej (voting member)

3. Representative, Installation Development Division, MCB CamLej (voting member)

4. Representative, Base S-3, MCB CamLej (voting member)

5. Representative, CO, MCAS New River (voting member)

6. Representative, EACO, MCB CamLej (legal advisor)

7. Representative, Public Works Division (PWD), MCB CamLej (voting member)

8. Representative, Community, Plans and Liaison, MCB CamLej (voting member)

(b) The Chairman or members may also invite representatives from other commands and organizations as needed to provide additional information regarding projects. These representatives have historically been referred to as "on-call EIWG members."

(9) Field Exercise Request for Environmental Review (FEREIR) Form. A field exercise is defined as a training event occurring in range or maneuver space, or on non-Department of Defense property. A field exercise does not include activities conducted in cantonment areas. The FEREIR Form is used at MCB CamLej for descriptions of field exercises. Submittal of this Form from a tactical unit to EMD, MCB CamLej initiates the environmental review of a field exercise. Bulk fuel requests for purposes other than field exercises do not require a FEREIR, see instructions on enclosure (1).

(10) 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. The FONSI will commit the action proponent to the appropriate mitigation to minimize the environmental harm and to identify those measures that were considered but not selected for implementation. Additionally, any monitoring program associated with the selected mitigation measures will be addressed. A FONSI is signed by the CO, MCB CamLej or his designee.

(11) Human Environment. The natural and physical environment and the human relationship with that environment.

(12) JET. Expedited EMD review process for projects that clearly meet the requirements of a CATEX and require only limited staff review. JET reviewed projects are not discussed at the EIWG.

(13) Mitigation and Monitoring. Activities that would lessen or modify the adverse impacts associated with a proposed action. Mitigation includes:

(a) Avoiding the impact altogether by not taking a certain action or parts of an action;

(b) Minimizing impacts by limiting the degree or magnitude of the action and its implementation;

(c) Rectifying the impact by repairing, rehabilitating or restoring the affected environment;

(d) Reducing or eliminating the impact over time by preservation and maintenance operations during the life of the action; and

(e) Compensating for the impact by replacing or providing substitute resources or environments.

(14) National Environmental Policy Act of 1969 (NEPA).
42 U.S.C. 4321, et. seq. NEPA of 1969.

(15) Request for Environmental Impact Review (REIR).
Form used at MCB CamLej for description of other actions not including field exercises. Submittal of this Form from an action proponent to EMD MCB CamLej initiates the environmental review of a proposed action.

(16) Record of Decision (ROD). A concise public document providing a rationale for the alternatives selected for implementation as presented in a final EIS. The document as proposed will be finalized by Headquarters Marine Corps (LF) and will state the decision, identify the alternatives considered (including those that were environmentally preferable) and discuss all factors including non-environmental considerations that influenced the decision. The ROD will commit the action proponent to the appropriate mitigation to minimize environmental harm and to identify those measures that were considered but not selected for implementation. Additionally, any monitoring program associated with the selected mitigation measures will be addressed. A ROD is signed by the Secretary of the Navy or his designee.

(17) Significantly. "Significantly," as used in NEPA, requires consideration of both context and intensity:

(a) Context. This means that the significance of an action must be analyzed in several contexts such as society as a whole (human, national), the affected region, the affected interests, and the locality. Significance varies with the setting of the proposed action. For instance, in the case of a site-specific action, significance would usually depend upon the effects in the locale rather than in the world as a whole. Both short and long-term effects are relevant.

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(b) Intensity. This refers to the severity of impact. Responsible officials must bear in mind that more than one agency may make decisions about partial aspects of a major action. The following should be considered in evaluating intensity:

1. Impacts that may be both beneficial and adverse. A significant effect even if the Federal agency believes that on balance the effect will be beneficial.

2. The degree to which the proposed action affects public health or safety.

3. Unique characteristics of the geographic area such as proximity to historic or cultural resources, park lands, prime farmlands, wetlands, wild and scenic rivers, or ecologically critical areas.

4. The degree to which the effects on the quality of the human environment are likely to be highly controversial.

5. The degree to which the possible effects on the human environment are likely to be highly uncertain or involve unique or unknown risks.

6. The degree to which the action may establish a precedent for future actions which significantly affect or represent a decision in principle about a future consideration.

7. Whether the action is related to other actions with individually insignificant, but cumulatively significant impacts. Significance exists if it is reasonable to anticipate a cumulatively significant impact on the environment. Significance cannot be avoided by terming the action temporary or by breaking it down into small component parts.

8. The degree to which the action may adversely affect districts, sites, highways, structures, or objects listed in or eligible for listing in the National Register of Historic Properties or may cause loss or destruction of significant scientific, cultural, or historical resources.

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9. The degree to which the action may adversely affect an endangered or threatened species or its habitat that has been determined to be critical.

10. The risk that the action would result in a violation of Federal, State, local laws or MCB CamLej requirements imposed for the protection of the environment.

5. Administration and Logistics. The forms on this Order are available electronically under Forms Management on the MCB Adjutants site at <https://intranet.mcieast.usmc.mil/C18/C7/MCB%20Forms%20Management/default.aspx>. Local reproduction of this form through the Document Automation and Production Service is authorized; however, a copy of all DD Forms 844 requesting such reproduction shall be submitted to this headquarters (Attn: Forms Manager).

6. Command and Signal

a. Command. This Order is applicable to MCB CamLej, MCAS New River and tenant commands.

b. Signal. This Order is effective the date signed.


D. J. LECCE

DISTRIBUTION: A



MCB CAMP LEJEUNE

Field Exercise

Request for Environmental Impact Review



Completed By EMD _____

ER#: _____

RCRS#: _____

SECTION I: GENERAL INSTRUCTIONS

1. Check to see if your exercise will involve any of the activities described in Section III.
2. If yes, complete this form and send it and any maps, etc. to EMD at Lejeune_REIR@usmc.mil, no later than two weeks prior to your exercise. Explain any questions answered yes. Use additional pages as required.
3. If no to all, send the completed form (with the no answers) to your unit ECC and ECO for their awareness. If you need bulk fuel for purposes other than a field exercise, contact RCRS (EMD) at 451-1482 for an Incidental Fuel Request form. Otherwise, you do not need to coordinate with EMD so long as your exercise complies with all applicable Base Orders and SOPs.
4. QUESTIONS REGARDING THIS FORM OR OTHER GENERAL QUESTIONS? CALL I&E/EMD/NEPA 451-4542/9363/9454/9362
5. QUESTIONS REGARDING FUELING AND SECONDARY CONTAINMENT? CALL I&E/EMD/RCRS 451-1482/5306

UNIT IDENTIFICATION

Major Command: _____ Unit Name: _____

Responsible Officer/Unit S-4/Camp Commandant:

Name/Rank: _____ Phone (Commercial/DSN): _____

Request Date: _____ Cell (if available): _____

Unit Environmental Compliance Officer (ECO):

Name/Rank: _____ Phone (Commercial/DSN): _____

SECTION II: GENERAL EXERCISE IDENTIFICATION

Specific Areas Requested (Provide maps, coordinates, or training areas, including all DoD and non-DoD property):

Description of Exercise:

Exercise Start Date: _____

Exercise End Date: _____



MCB CAMP LEJEUNE

Field Exercise

Request for Environmental Impact Review

**SECTION III: SPECIFIC EXERCISE INFORMATION**

ER#:

RCRS#:

All questions answered "YES" require additional comments. YES NO

1. Will you be cutting/clearing any vegetation for any purpose?

 YES NO

Comment #1:

2. Will you be digging for any purpose in any areas other than ETA-2 or GP-23?

 YES NO

Comment #2:

3. Will you be conducting a FARP? Refer to the current Range Control SOPs for approved locations.

 YES NO

Comment #3:

4. Will you store 55-gallons or more of petroleum, oil or lubricants (POLs)?

 YES NO

Comment #4:

5. Will you be handling fuel on/or within 100 feet of water?

 YES NO

Comment #5:

6. Will you dispose of trash, debris, cooking waste, shower water or human waste on site?

 YES NO

Comment #6:

7. Will you be operating a tactical water purification system?

 YES NO

Comment #7:

8. Will your event occur in Area E and involve non-routine activities on Onslow Beach? Examples of non-routine activities are: activities occurring on the beach for an extended duration (more than 72 hours); nighttime activities; larger than a MEU training event; TWPS at the beach; refueling ops behind the dunes - away from the ocean side; any activity out of the ordinary.

 YES NO

Comment #8:

9. Will you do any equipment of vehicle maintenance (beyond preventive maintenance checks and services (PMCS) first echelon) while in the field?

 YES NO

Comment #9:

10. Will digging, fortification, structure construction or equipment storage occur on the shore of any waterbody?

 YES NO

Comment #10:

11. Does the event require air support that is out of the norm (e.g. in altitude or tempo, or fixed versus rotary wing usage) for the charted airspace or airfield? Does the event involve equipment that could pose an obstruction or frequency issue?

 YES NO

Comment #11:

SECTION IV: ENVIRONMENTAL COMMENTS AND CERTIFICATIONS

EMD will respond in the following section with environmental comments and conditions pertaining to your exercise. Compliance with these conditions is mandatory. EMD will provide a copy of the completed signed form to your unit ECC and ECO.

UNIT RESPONSIBLE OFFICER SIGNATURE:

Printed Name/Rank: _____

Email: _____

Date: _____

SECTION V: EMD SIGNATURE:

Printed Name/Rank: _____

Email: _____

Date: _____

Comments: _____

REQUEST FOR ENVIRONMENTAL IMPACT REVIEW	Date Received:	ER# (Assigned by EMD)
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GENERAL INSTRUCTIONS: Complete this form to initiate EMD review of proposed actions. Detailed instructions and guidance are provided on page 7 of this form.

1. Coordinate your proposal through your command and the appropriate MCB Camp Lejeune or MCAS New River sponsor.
2. Complete this form and send it and any maps, etc. to EMD at Lejeune_REIR@usmc.mil.
3. Complete sections I and II and IV (if applicable). Clarification on certain questions is provided on page 7 of this form. EMD contacts are listed on page 6, to assist you if needed. Explain questions answered YES in the space provided following Section II. EMD will complete Section III after you submit the form. Contact NEPA for assistance in preparation of maps and shapefiles if you do not have GIS capability.
4. The NEPA section will contact you to confirm receipt of the REIR. We also may need you to go onto the project site and physically mark the boundaries of your project.
5. Upon completion of EMD review, the NEPA section will return all EMD comments in Section III. Upon receipt from EMD, sign and return the form to the NEPA section.

SECTION I - GENERAL PROJECT INFORMATION

1. ACTION PROPONENT (Organization and Contact Information)

2. WHO WILL THE WORK BE DONE BY?

**IF THIS WORK IS BEING DONE BY TROOP TRAINING,
CONTACT THE INSTALLATION AND ENVIRONMENT (I&E) OPERATIONS OFFICER AT 451-3035**

Contract
 Self-Help
 Base Workforce
 Troops
 N/A

Other (Explain): _____

3. TITLE OF PROPOSED ACTION (INCLUDE PROJECT NUMBER, E.G. P#, LE#, Maximo#, if applicable)	4. Maps and shape files sent?
	<input type="checkbox"/> YES <input type="checkbox"/> NO

5. PURPOSE AND NEED FOR ACTION (Why is the project needed? What are the objectives?)

6. DESCRIPTION OF PROPOSED ACTION AND ANY ALTERNATIVES CONSIDERED (Provide sufficient details for evaluation of the total action)

7. RDD or IDD COMMENTS, SITE APPROVAL <input type="checkbox"/> Complete? (attach to REIR) <input type="checkbox"/> Pending? (clarify status) <input type="checkbox"/> Not applicable	8. TOWERS WORKING GROUP COORDINATION (If applicable, see instructions)
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Clarify Pending status:	<input type="checkbox"/> Section IV complete and attached? <input type="checkbox"/> Not applicable
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ENCLOSURE (2)

SECTION II - CLARIFICATION ON THE PROPOSED ACTION

a. Air Quality:

1. _____ Will your project involve any of the following?

(Indicate all that apply, indicate "new" or "modified" as appropriate)

	Abrasive Blasting		Tanks (ASTs, USTs)		Remediation
	Landfill		Surface Coating		Rock Crushing
	Lime storage		Welding		Grinding
	Open Burning		Woodworking		Jet Engine Testing
	Painting		Boilers		Fuel Dispensing
	Paint Booth		Generators		Parts Oven
	Paint Gun Cleaners		Engine Test Stands		Parts Cleaner
	Paint Strippers		Fiberglass Repair		Fire Training Pit
	Refrigerant Storage Recovery, and/or Recycling		Bulk Chemical Storage (liquid or solid)		

Provide proposed construction dates, equipment size, specifications, and estimated types (e.g. provide current version of Material Safety Data Sheet) and amounts of material usage data (e.g. amount of fuel to be burned, amount of paint to be sprayed).

- 2. _____ Will pollution control equipment be involved (e.g., filter or incinerators)?
- 3. _____ Will the project involve the use or disposal of asbestos?
- 4. _____ Will project cause dust problems either temporarily during construction or over the long term?

b. Land Quality:

1. _____ Number of acres involved? Indicate total project area and also indicate separately the total area to be cleared, graded, and/or filled.
2. _____ Will the action require use of earthen fill material? Where will it come from (onsite borrow pit or purchased)?
3. _____ Will vegetation be cleared? If yes, indicate whether roots will be removed also, or whether vegetation will be cut only to the soil surface without root disturbance.
4. _____ Will the project increase impervious area by 10,000ft squared or more?
5. _____ Will wetlands be involved? How many acres? What work will be done in wetlands?

c. Groundwater Quality:

1. _____ Does the project involve use of herbicides, insecticides, or other pesticides?
2. _____ Does the project involve installation/use of septic tanks, leach beds, or other on-site disposal of sanitary waste?
3. _____ Will there be any wells dug or any excavation deeper than 20 feet?
4. _____ Will the project generate or use any toxic or hazardous material/waste materials?
5. _____ Are there any known Installation Restoration Program (Comprehensive Environmental Response, Compensation, and Liability Act - CERCLA or Resource Conservation Recovery Act - RCRA) sites or hazardous waste treatment, storage, and disposal (RCRA) facilities within the proposed project area?
6. _____ Will there be an increase of solid waste (temporarily or permanently) caused by implementing the project/action?
7. _____ Will the project or action be carried out within 100 to 500 feet of a drinking water supply well? If yes, provide distance to nearest drinking water well.
8. _____ Does the project require the installation or removal of any petroleum or non-petroleum underground storage tank (UST)?

d. Surface Water Quality:

1. _____ Is the project located on or in a water body or adjacent to or in the 100-year flood plain?
2. _____ Will the project involve construction of drainage ditches/underground drains for purposes of lowering water table?
3. _____ After construction is complete, will petroleum products including fuel, oil and lubricants be routinely stored or used (temporarily or permanently) at the site?
4. _____ Does the project require the installation of any petroleum or non-petroleum above ground storage tank (AST)?

e. Natural Resources:

1. _____ Will trees be cut? Provide an estimate of the number of trees to be cut if a small number, or estimate the acreage if appropriate _____.
2. _____ Will shrubs, or other low-growing vegetation be cut?
3. _____ Will completion of the project result in a change in land use from what is presently shown in the Base Master Plan?
4. _____ Will public access for hunting, boating, fishing, ect., be restricted?
5. _____ Are there potential effects on any threatened or endangered species?
6. _____ Does the project involve the transfer (purchase, sale, lease, easement or otherwise) of any real estate interest?

f. Cultural Resources:

1. _____ Are there any known archaeological sites in the area of your project/action?

g. Utilities and Services:

1. _____ Will utilities be required? If yes, please list below.

2. _____ Will modifications to existing utilities be required? If yes, please list below.

h. Social-Economic Considerations:

1. _____ Will the project cause an increase/decrease in on-base or off-base military population?

2. _____ Will there be any increased demand on a local or state government to provide services?

3. _____ Will there be any changes to traffic flow and patterns on or off base?

4. _____ Will the project cause noise or safety issues that could potentially impact off-base persons or property either during construction or from the project itself?

i. General Considerations:

1. _____ Are alternative procedures, practices, or technologies available to minimize environmental impact or utility use?

2. _____ Are there likely effects on the human environment that:

- a. are highly uncertain?
- b. involve unique or the potential for unknown risks?
- c. are scientifically controversial?

Explain YES answers here:

SECTION III - ENVIRONMENTAL ANALYSIS DETERMINATION

1. _____ NO FURTHER NEPA REVIEW REQUIRED

_____ PROPOSED ACTION QUALIFIES FOR CATEGORICAL EXCLUSION (CATEX) CATEX#: _____

_____ PROPOSED ACTION DOES NOT QUALIFY FOR A CATEX; FURTHER ENVIRONMENTAL ANALYSIS REQUIRED

2. REMARKS

a. <Environmental remarks will be inserted here>

ER# (Assigned by EMD)

b. Permits and Applications:

The proposed action requires the following permits and approvals:

Permits	New or Amended
Sedimentation & Erosion Control	
Water Extension	
Waste Water Extension	
Stormwater	
Air Quality	
Solid Waste	
Wetlands	
CAMA Consistency	

Other:

Other Environmental Concerns	Yes	No
Asbestos Removal		
Lead Paint Removal		
Contaminated Soil Removal		
Historic Preservation (SHPO consultation)		

Significant lead time may be required to obtain required permits and approvals. For permit indicated contact (to be indicated, if necessary by EMD):

3. CHARIMAN, EIWG (Name and Position)	3a. SIGNATURE	3b. DATE
4. PROPONENT ACKNOWLEDGMENT (Name and Grade)	4a. SIGNATURE	4b. DATE

By signing this DM (as the proponent) you are stating that you have received, read, and understand the environmental remarks presented in the DM; and you agree to ensure that these remarks are incorporated into the project planning files and forwarded for inclusion into any contract requirements.

Information in this report is intended for the addressee's use in implementing the proposed action and provides guidance for implementation of the proposed action. It does not constitute approval for the action proponent to implement the proposed action.

For assistance, EMD points of contact are listed below:

SUBJECT	ORGANIZATION	TELEPHONE
Air Quality	Environmental Quality Branch, Air Quality Section	451-5836
Contaminated Soil or Groundwater	Environmental Quality Branch, Installation Restoration Section	451-9607
Underground Storage Tanks	Environmental Quality Branch, Solid Waste & Tanks Section	451-9421
Drinking Water, Wastewater	Environmental Quality Branch, Water/Waste-Storm Water Section	451-9518
Hazardous Material & Solid/Haz Waste Mgt	Environmental Compliance Branch, Environmental Assessment Section	451-5837
Soils, CAMA, and Wetlands	Environmental Conservation Branch, Land & Wildlife Resources Section	451-7235
Threatened/Endangered Species (T&E)	Environmental Conservation Branch, T&E Section	451-7228
Archaeology/Cultural Resources	Environmental Conservation Branch, Archaeology Section	451-7230
Game and Non-Game Management	Environmental Conservation Branch, Land & Wildlife Resources Section	451-7226
Forestry Protection	Environmental Conservation Branch, Forestry Protection Section	451-7221
Timber Management	Environmental Conservation Branch, Timber Mgt Section	451-7223
National Environmental Policy Act (NEPA)	Environmental Conservation Branch, NEPA Section	451-4542/9363/9454/ 9362

MCB Camp Lejeune REIR Preparation Instructions

This guidance document is intended to assist you in providing a complete description of your project to NEPA. Look over the clarifications below as you fill out the referred to block in the REIR. You'll find some key issues that EMD is going to need to know regarding each topic. Be sure to include this information if it applies to your project.

Section 1.

1. **Action Proponent.** Identify the commander, commanding officer, or civilian director of a unit, activity or organization who is initiating the proposal for action and who has command and control authority over the action once it is authorized.
2. **Title of Proposed Action.** Provide a descriptive title of the action, plus any numeric identifiers (MILCON P number, LE number, etc.).
3. **Maps, figures, photographs, drawings, and site/facility layouts** should also be provided to explain the details of the proposed action.
4. **Purpose and Need for Action.** Provide a brief narrative description of the current situation, the objectives of the proposed action, and the impact that would happen if the proposed action did not go forward.
5. **Description of Proposed Action and Alternatives.** Provide a brief narrative description of the "who, what, where, when, and how" of the proposed action such that it answers the following questions.

- **WHO** is proposing to undertake the action and which agencies and/or organizations have authority over it and responsibility for it?
- **WHAT** activities need to be accomplished to fully implement the action? Be sure to consider and include the following:
 - Ø **Pre-implementation Activities (Construction and Site Preparation).** Information on the nature and types of construction (either new construction or the modification or refurbishment of existing structures) and site preparation should include: site clearing and grading requirements; use of temporary access roads, staging areas, and borrow sites; where fill material is going to come from; and any other activities necessary to support construction. This information is also relevant to the provision of new, or the modification and enhancement of existing, infrastructure, such as transportation (roads, rail, water, or air), utilities (electricity, potable water, and wastewater), and communications (telephone, fiber optics, and radio transmission).
 - Ø **Operational Activities.** Information on the project and related support operations should be included, such as facilities, equipment, and materials to be used; numbers of personnel involved; any testing, training, and maintenance activities; utility demands; and related transportation and storage requirements.
 - Ø **Post-operational Requirements.** Information on reasonably foreseeable future requirements, including site and/or facility closeout, restoration, or demilitarization activities, should be described. If these activities are uncertain or unknown, include a statement to the effect that separate NEPA review may need to be undertaken before such activities can occur. This information is particularly important when large increases or decreases in existing emissions or waste streams are expected.
- **WHEN** is the proposed action going to be implemented and how long will it take to complete? Identify project milestones, the frequency and duration of activities, and any aspects of the proposed action that could result in effects that vary over time (e.g., time of day or season of the year).
- **WHERE** is the proposed action going to be implemented, and where are all of the activities necessary for its implementation going to occur?
- **HOW** will the proposed action be implemented, including details on the required support elements, and can it be broken down into various components or phases?

6. RDD or IDD comments.

Per BO 1540.1D all training related projects must be submitted to the Director, RDD for approval and prioritization prior to submission to EMD. EMD can only provide cursory, limited, staff support to assist you in regards to your project until this occurs. Per BO11100.10B requests for new or additional facilities, relocation of functions or change of facility usage must be submitted to the Commanding Officer, Marine Corps Base (Director, Installations and Environment) via the chain of command. EMD can only provide cursory, limited, staff support to assist you in regards to your project until this occurs.

7. Towers Working Group Coordination. Federal regulations require Federal Aviation Administration review of projects with the potential to interfere with aircraft operations. "Yes" answers to the questions in Section IV of the REIR form indicate the need for you to immediately coordinate directly with the Towers Working Group (TWG) in addition to IDD or RDD as described in block 6 of the form.

Section II.

These questions in Section II are specific to your proposed action and are meant to be very self-explanatory. Please check yes if they apply to your project during the construction phase only, during the operation of your project, or both. Provide clarification for any "yes" answers in the space provided at the end of Section II. Call the NEPA section (451-4542/9454/9363) for assistance if any questions are unclear.

Section III.

EMD will use this section to reply to you with environmental comments and to identify required permits. At this point the REIR becomes a Decision Memoranda (DM). Please pay careful attention to the information contained in Section III of the DM and ensure that this information is conveyed throughout the project life cycle. The action sponsor is required to sign the DM to indicate concurrence with the following: that the DM has been received, read and understood; and that the environmental review remarks contained in the DM will be incorporated into project planning files, designs and contract requirements.

Section IV.

This section is only required for those projects with the potential to interfere with aircraft operations. EMD has no authority or cognizance over this Section and will provide no response based on these answers. However, "Yes" answers to any of the questions in this Section indicate that you should coordinate immediately with the TWG chairman (451-5720). Separate the completed Section IV page from the rest of the REIR and submit Section IV to the TWG chairman, and all other Sections of the REIR to EMD as per the preceding instructions.

SECTION IV - AIR SPACE INTERFERENCE DETERMINATION (as needed, to be completed by the action proponent and submitted to the TWG)

TWG Review not required (no "yes" answers to questions below)

TWG Review required ("yes" answered to any question below)

1. _____ Will you construct, alter or erect a temporary or permanent antenna or structure on Marine Corps Base or Air Station property?
2. _____ Will you construct, alter or erect a temporary or permanent antenna.
 - a. within 20,000 ft of a public use or military airport with exceeds a 100:1 surface from any point on the runway of each airport with at least one runway more that 3,200 ft
 - b. within 10,000 ft of a public use or military airport with exceeds a 50:1 surface from any point on the runway of each airport with its longest runway no more that 3,200 ft
3. _____ Will you construct, alter or erect a temporary or permanent antenna or structure with a height of more than 60 feet above ground level off of Marine Corps Base or Air Station property?
4. _____ Will a crane be used to build, alter or assemble an antenna or structure?
5. _____ Will you produce smoke, dust, or other airborne substance in such amounts as to impair pilot visibility or otherwise interfere with the safe operation of overhead aircraft?
6. _____ Will you produce light emissions - either direct or indirect (reflective) - of such intensity that could impair pilot visibility or otherwise interfere with the safe operation of overhead aircraft?
7. _____ Will you produce electronic emissions that interfere with navigation signals or radio communications between aircraft and landing control facilities or with an aircraft's navigational or communication equipment?

FAA requirements are not waived. Further action is required for projects matching the criteria below.

<https://oeaaa.faa.gov/oeaaa/external/portal.jsp>

CFR Title 14 Part 77.13 states that any person/organization who intends to sponsor any of the following construction or alterations must notify the Administrator of the FAA:

- any construction or alteration exceeding 200 ft above ground level
- any construction or alteration:
 - within 20,000 ft of a public use or military airport which exceeds a 100:1 surface from any point on the runway of each airport with at least one runway more than 3,200 ft
 - within 10,000 ft of a public use or military airport which exceeds a 50:1 surface from any point on the runway of each airport with its longest runway no more than 3,200 ft
 - within 5,000 ft of a public use heliport which exceeds a 25:1 surface
- any highway, railroad or other traverse way whose prescribed adjusted height would exceed the above noted standards
- when requested by the FAA
- any construction or alteration located on a public use airport or heliport regardless of height or location.