



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
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IN REPLY REFER TO

5090
Ser ENQ-FM/010061

From: Commander, Naval Facilities Engineering Command

Subj: IMPLEMENTATION OF THE ENVIRONMENTAL QUALITY ASSESSMENT (EQA)
PROGRAM

Ref: (a) OPNAVINST 5090.1B CH-2, Chapter 20 Of 9 Sep 99
(b) Environmental Quality Assessment Guide of 31 Aug 99

Encl: (1) Implementation of the Environmental Quality Assessment (EQA)
Program at Naval Facilities Engineering Command of 03 Oct 01

1. Reference (a) provides Navy policy on Environmental Quality Assessment (EQA) ashore including new requirements for assessment planning and reporting. Reference (a) requires that NAVFAC provide support to major claimants for the implementation of the EQA Program and implement an EQA Program at its own claimancy. Enclosure (1) identifies actions to be taken by NAVFAC components to fulfill the requirements of reference (a). Reference (b) provides guidance on how to design, implement, and document internal and external assessments.

2. NAVFAC components are requested to follow the directions provided in enclosure (1). Section 1 of enclosure (1) provides directions to NAVFAC components supporting CNO, major claimants, regional commanders, and activities in the implementation of the Navy EQA Program. Section 2 of enclosure (1) provides directions to NAVFAC components for implementing the Navy EQA program at its own facilities. Specific directions to NAVFAC components that are either a host or a tenant with significant environmental aspects are provided in sections 2-7 and 2-8 respectively. NAVFAC components that conduce only administrative functions can obtain an exemption from implementing the Navy EQA program in accordance with Section 2-6 of enclosure (1).

3. Our point of contact is Felix Mestey, Code ENQ-FM, email: mesteyf@navfac.navy.mil, telephone DSN 325-9313, commercial (202) 685-9313, FAX (202) 685-1670.

A handwritten signature in cursive script, appearing to read "James Wright".

J. W. WRIGHT

Director of Environmental Programs

Subj: IMPLEMENTATION OF THE ENVIRONMENTAL QUALITY ASSESSMENT (EQA)
PROGRAM

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**IMPLEMENTATION OF THE
ENVIRONMENTAL QUALITY ASSESSMENT (EQA)
PROGRAM
AT
NAVAL FACILITIES ENGINEERING COMMAND**



3 October 2001

ENCLOSURE(1)

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SCOPE

This document describes the Naval Facilities Engineering Command (NAVFAC) Environmental Quality Assessment (EQA) Program and identifies actions to be taken by NAVFAC's components to fulfill the requirements of Chapter 20 of OPNAVINST 5090.1B, CH-2. This document also provides policy, procedures, and responsibilities. The NAVFAC's components covered by this document are:

- NAVFAC Headquarters (NAVFACHQ),
- Engineering Field Divisions (EFDs),
- Engineering Field Activities (EFAs),
- Naval Facilities Engineering Service Center (NFESC),
- Naval Construction Battalions (NCBs),
- Public Works Centers (PWCs)
- Base Realignment and Closure (BRAC) closed bases

The information provided in this document is grouped under the following two main sections:

- (1) NAVFAC's EQA Program; Outreaching/Providing Support to Others: Helping the other major claimants in their efforts to implement an EQA Program and,
- (2) NAVFAC's EQA Program; Complying as a Host or a Tenant: Developing and implementing NAVFAC's EQA Program within the claimancy.

BACKGROUND

Since 1989 NAVFAC has been conducting environmental audits for both our customers and our own activities under the former Navy's Environmental Compliance Evaluation (ECE) Program. The ECE program was implemented to monitor, achieve, and maintain compliance with applicable environmental laws, regulations, and Department of Defense (DOD) and Navy policies. The ECE program did this by focusing most of the efforts in identifying specific compliance deficiencies using a checklist approach and recommending corrective actions. Although ECEs improved the overall compliance status in the Navy, they proved to be insufficient in the prevention of repeat findings.

Experience gained by NAVFAC and the other major claimants showed that the snapshot view provided by the conventional checklist approach of ECEs coupled with a comprehensive environmental management assessment provided valuable information that program managers could use more effectively to improve their programs and reduce recurrence of deficiencies. Based on the lessons learned from the ECE Program the Navy developed the new EQA Program.

The Navy EQA program provides both a comprehensive environmental compliance assessment and a review of the installation's environmental management system (EMS) using an enhanced corrective action process to address root causes of non-compliance situations. The EQA program, which replaces the ECE program, comprises two major elements:

1. The annual Internal Assessment performed by both the host and tenant Activities based upon an Internal Assessment Plan developed and implemented by the host Activity.
2. The External Assessment conducted by the host Activity's Major Claimant in accordance with an External Assessment Plan developed and implemented by the host Activity.

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1. NAVFAC's EQA PROGRAM; OUTREACHING/PROVIDING SUPPORT TO CNO, REGIONAL COMMANDERS, MAJOR CLAIMANTS, AND ACTIVITIES

1-1 Scope

This section of the guide provides policy and outlines roles and responsibilities for the EFDs, EFAs, and NFESC to provide support for the implementation of the Navy EQA Program.

1-2 References

- a. OPNAVINST 5090.1B, CH-2 of 9 September 1999, Environmental and Natural Resources Program Manual
- b. Navy Environmental Quality Assessment Guide, 31 August 1999

1-3 Policy

1-3.1 Support for the Implementation of the Navy EQA Program.

The EFDs, EFAs, and NFESC will provide support to shore activities, Regional Commanders, Major Claimants, and the Chief of Naval Operations (CNO) to implement the Navy EQA program in accordance with Chapter 1 and Chapter 20 of reference (a). Actions carried on by the EFDs, EFAs, and NFESC for the support of the Navy EQA Program which are under the purview of section 1-3.4 of reference (a), "Naval Environmental Protection Support Service (NEPSS)", will be provided as non-reimbursable product and services. Actions beyond the purview of NEPSS support will be provided as reimbursable products and services. In most cases, NEPSS should provide for mission funded help (within available resources) in establishing the Claimant EQA Program at its Activities but will not fund the implementation of Internal Assessments. Because NEPSS has limited resource, priorities may need to be negotiated to meet the requirements of the many different customers that NEPSS serves. For additional information on NEPSS support, see Appendix A, which contains an updated version of section 7.3 of reference (b).

1-3.2. Coordination Between, EFDs, EFAs, and NFESC.

The EFDs and EFAs will be the first line of support for Navy activities, Regional Commanders, and Major Claimants. NFESC will coordinate with the corresponding EFDs and EFAs before direct support is provided to an activity, Regional Commander, or Major Claimant by NFESC. The NFESC and EFDs/EFAs will coordinate with NAVFACHQ when providing support to the Chief of Naval Operations (CNO).

1-4 Department of the Navy Automated Compliance Evaluation (ACE) Software

The ACE Software provides a checklist of Federal, State, and regional compliance requirements. The ACE Software also contains Navy policy requirements, requirements under the Final Governing Standards (FGS) and requirements of Status of Forces Agreements (SOFA), and Overseas Environmental Baseline Guidance Document (OEBGD). For additional information on the ACE software see section 20-5.5 of reference (a) and section 7.4 of reference (b).

1-4.1. Maintenance and Support of the ACE Software Checklists.

In accordance with section 20-6.7 of reference (a), NAVFAC shall provide support to Major Claimants and shore activities in the use of the ACE Software that provides automated checklists of Federal and State regulations, final government standards, overseas requirements, and Navy policy requirements and ensure ACE Software checklists are maintained and available.

1-5 Training and Awareness

Training and awareness are critical issues for NAVFAC personnel supporting the EQA Program. NAVFAC personnel must be trained on the specific requirements of the EQA Program in order to function as experts in the field and to provide guidance and support to Navy activities. To accomplish this, NAVFAC is contracting for training courses to be presented regionally. This training is designed to provide general awareness of the EQA Program as well as specific information on developing and executing internal assessment plans, and performing external assessments. The courses are designed as “one time” training to bring NAVFAC personnel up to speed on EQA requirements.

In addition to the “one time” training requirement there will be an ongoing training requirement for new personnel and to update existing personnel on the latest issues. This training requirement may be filled by EQA training presented by CNO, CNET (CECOS) or some other organization. Available central Navy training will be reviewed by NAVFAC to determine if additional NAVFAC-specific training will be needed in the future.

In addition to the specific EQA training, section 20-5.10 of reference (a) requires that personnel conducting, reviewing, or approving internal and external assessments receive training in general environmental awareness and specific comprehensive training in assigned subject matter or environmental media. This training will be accomplished through existing training programs at the EFD/As and NFESC.

1-5.1 Preparation and Update of Guidance Documents for Conducting Internal and External Assessments.

Section 20-6.7c of reference (a) requires that NAVFAC prepare and update guidance documents for conducting internal and external assessments including root cause analyses. EFDs and EFAs will provide technical support to CNO, Major Claimants, Regional Commanders, and activities in developing and updating Navy-wide and local guidance, as requested.

1-5.1.1 Update of the Environmental Quality Assessment (EQA) Guide.

Reference (b), known also as the EQA Guide, is the principal guidance document to assist activities and Major Claimants in the implementation of the policy for Environmental Quality Assessments (EQA) ashore. EFA CHES prepared under contract the EQA Guide for CNO. Updates of the EQA Guide by CNO will be supported by NAVFACHQ, EFDs and EFAs, and the NFESC. EFACHES will provide and coordinate contract support as required.

1-5.2 Preparation and Update of Training Material for Conducting Internal and External Assessments.

Section 20-6.7c of reference (a) requires that NAVFAC prepare and update training materials for conducting internal and external assessments including root cause analysis. The NFESC will coordinate the identification of training needs with EFDs, EFAs, and CNO; however, the Naval School, Civil Engineering Corps Officers School (CECOS) will prepare and update the training materials for conducting internal and external assessments including root cause analysis. Section 20-6.6.7c also requires that NAVFAC support the Chief of Naval Education and Training (CNET) in developing and providing training in conducting internal and external assessments. Accordingly, the NFESC will work with CECOS to develop and provide training for personnel at shore activities, Major Claimants, EFDs, EFAs, and other commands.

1-6 Assistance to Major Claimants.

Section 20-6.7b of reference (a) requires that NAVFAC upon request assist Major Claimants in conducting and preparing reports on external assessments. EFDs and EFAs will provide technical support to Major Claimants as indicated above in section 1-3.1 of this document.

2. NAVFAC's EQA PROGRAM; COMPLYING AS A HOST OR A TENANT

2-1 Scope

This section provides policy and outlines procedures and responsibilities for the assessment and oversight of NAVFAC installations' environmental quality.

2-2 References

- a. OPNAVINST 5090.1B, CH-2 of 9 September 1999, Environmental and Natural Resources Program Manual.

2-3 Policy

NAVFAC's components shall monitor compliance with environmental requirements, identify problems, their root causes, process improvements, and pollution prevention opportunities and shall ensure that appropriate corrective actions and process improvements are completed. Use of NEPSS resources to implement the EQA Program at NAVFAC's activities shall be within the scope of the NEPSS program as indicated in section 1-3.1 of this document.

2-4 Training and Awareness

Personnel from EFDs, EFAs, and NFESC conducting, reviewing, or approving internal and external assessments must be appropriately trained and familiar with the Navy EQA Program in accordance with section 20-5.10 of reference (a) and section 1-3.1 of this document.

2-5 Elements of NAVFAC's EQA Program

The EQA program comprises two major elements, the annual internal assessments and the external assessments. Reference (a) requires the development and implementation of Internal Assessment Plans (IAP) and External Assessment Plans (EAP). Reference (a) defines these and other related terms as follows:

Internal Assessment: A systematic, documented, objective, and comprehensive environmental compliance review of installation processes, facilities, and practices completed within a 12-month period. Installation personnel or their designees conduct the assessment.

Internal Assessment Plan (IAP): The host activity's plan, coordinated with tenants, that describes how a comprehensive internal assessment will be accomplished within the "fenceline" over the course of the year. The plan addresses assessment of all applicable compliance requirements on a schedule based on the environmental aspects, vulnerabilities, and risk to the environment and may include the environmental management system.

External Assessment: A systematic, documented, objective and periodic review of the installation's environmental management system that may include compliance reviews of selected program areas. Designated persons from outside the organization of the inspected installation conduct the assessment. Those designated persons may be members of the Major Claimant, Naval Inspection General, Naval Audit Service and/or others. In term of the EQA program regulatory inspections are not considered external assessments.

External Assessment Plan (EAP): The Major Claimant's plan depicting the schedule and scope of the external assessments planned for each of the activities within its claimancy.

Installation: The term used to refer collectively to the host and tenant activities within the "fenceline".

Fenceline: The boundary of the contiguous Navy property and satellite areas under the direct control of the host activity. In Navy Concentration Areas, "fenceline" refers to all properties under the direct control of the Regional Commander.

2-6 Exemption of NAVFAC's Administrative Activities.

Per section 20-5.9 of reference (a), Major Claimants with activities that serve only administrative functions may elect to exempt them from their EQA Program requirements. Accordingly, NAVFAC's activities could receive an exemption from implementing the NAVFAC's EQA Program but only when officially requested in writing and approved by the Director of Environmental Engineer Program at NAVFACHQ. An exemption might be granted to:

- a. Activities that serve only administrative functions with minimal environmental requirements
- b. Closed BRAC bases or those portions of closed BRAC bases whose tenants and lessees serve only administrative functions.

2-7 Implementation of NAVFAC's EQA Program as a Host

2-7.1 Closed BRAC Bases.

a. EFDs and EFAs are responsible for implementing NAVFAC's EQA Program at their assigned closed BRAC bases. Per section 20-5.8 of reference (a) all EQA Program requirements apply to closed bases, including those bases that have already undergone operational closure and are assigned to the NAVFAC claimancy for caretaking until transfer of ownership. See section 2-6 above to obtain an exemption to this rule for activities within BRAC bases that serve only administrative functions.

b. Caretaker responsibility at any BRAC site includes ensuring environmental compliance on all properties that have not been transferred. Non Navy tenants and properties with leases through the appropriate Local Redevelopment Authority (LRA) should only be subject to periodic walkthrough by the Caretaker to comply with the station EQA program. Periodic walkthroughs of these facilities should be scheduled and documented in the IAP to ensure no

potential release or impact is occurring on these properties until transfer is complete. Any discrepancy identified during these walkthroughs shall be documented and presented to the LRA.

2-7.1.1 Action for EFDs and EFAs with Closed BRAC Bases.

Closed BRAC bases shall comply with the responsibilities assigned to Commanding Officers of host activities per section 20-6.1 of reference (a), as indicated in this section. Accordingly, EFDs and EFAs with assigned closed BRAC bases shall take the following actions:

- a. Identify tenants and lessees with activities, operations, facilities, and equipment that have significant environmental aspects.
- b. Document, schedule and conduct periodic awareness walkthroughs of all properties, including lessee properties (e.g. those with leases obtained by the LRA). Discrepancies identified during these walkthroughs shall be documented and presented to the LRA for leases obtained by the LRA. (Note: It is also suggested that a representative of the LRA be part of the walkthrough.).
- c. Not later than 15 March 2002, develop an Internal Assessment Plan (IAP) in coordination with other DoD tenants to assess activities, operations, facilities, and equipment that have significant environmental aspects. This IAP should also stipulate periodic awareness walkthroughs of non-DoD tenants and lessees to identify potential impacts to Navy owned property.
- d. Perform internal assessments in accordance with the IAPs, identifying deficiencies and their root causes. Develop POA&Ms with corrective actions and process improvements to address the root causes of deficiencies and document corrective actions and process improvements.
- f. Coordinate identification and funding (BRAC funds) of corrective actions and process improvements to address deficiencies and their root causes and fund as appropriate. If necessary and appropriate, submit to NAVFACHQ funding requests to support projects required to correct the deficiencies and root causes identified. BRAC funds should only be used to pay for other DoD tenants not all tenants.
- g. In coordination with other DoD tenants, prepare an annual EQA Report and provide to NAVFACHQ not later than 15 November of each calendar year. The first annual report is due not later than 15 November 2002.
- h. Document participation and support arrangements of the EQA Program with DoD agencies through inter-service and intra-governmental support agreements as appropriate.
- i. Advise NAVFACHQ as soon as possible, if a deficiency or problem identified may result in significant adverse public relations and/or require regional coordination to solve.

- j. Ensure environmental compliance is a factor in the performance evaluations of appropriate personnel.
- k. Not later than 31 January 2002 EFDs/EFAs shall identify closed BRAC bases eligible for exemption from the EQA program and request such from NAVFACHQ.

2-7.1.2 Action for NAVFACHQ.

As the Major Claimant of closed BRAC bases that are host activities NAVFAC shall comply with section 20-6.3 of reference (a). Accordingly, NAVFACHQ shall take the following actions:

- a. Implement the EQA Program. NAVFACHQ may delegate implementation responsibility to a lower echelon command (e.g., an EFD, EFA, or NFESC).
- b. On an annual basis, review the host activities' Internal Assessment Plans and annual EQA Reports to ensure they conduct internal assessments and correct identified deficiencies.
- c. In coordination with other affected Major Claimants of tenant activities with significant environmental aspects develop and execute an External Assessment Plan addressing all shore installations in the claimancy. The host-tenant relationship for External Assessments must be documented in the existing/amended host-tenant agreement. Issue notification of an upcoming external assessment site visit to the host activity. Review the External Assessment Plan (EAP) annually and update as appropriate. On an annual basis, but not later than 1 February of each year, provide the updated EAP to CNO (N45). The first update EAP is due to CNO (N45) by 1 February 2003. Appendix B contains NAVFAC's CY 02 – CY 05 EQA External Assessment Schedule.
- d. Prepare an annual Claimant EQA Summary based on input from the claimancy's host activities and provide to CNO (N45). On an annual basis, but not later than 1 February of each year, provide the Claimant EQA Summary to CNO (N45). The first Claimant EQA Summary is due to CNO (N45) by 1 February 2003.
- e. Assist in identification and programming for funding of corrective actions and process improvements to address deficiencies and their root causes and fund as appropriate. If necessary, submit funding requests as part of a midyear review to address emergent requirements.
- f. Advise CNO (N45), the appropriate Regional Commander and its major claimant as soon as possible, if a deficiency or problem identified may result in significant adverse public relations and/or require national coordination to solve.

2-8 Implementation of NAVFAC's EQA Program as a Tenant

2-8.1 PWCs, NFESC, EFDs/EFAs and NCBs.

NAVFAC's activities that are tenants with significant environmental aspects shall comply with section 20-6.2 of reference (a). For obtaining applicable exemptions see section 2-6 of this document. Accordingly, PWCs, NFESC, NCBs, and EFDs/EFAs with clean up sites under the Installation Restoration program and construction projects at active bases with significant environmental aspects shall take the following actions:

- a. Support and participate with the host activity in developing and executing a plan to implement an internal assessment to cover all processes, facilities and practices with significant environmental aspects within the "fenceline."
- b. For pertinent deficiencies identified in internal and external assessments, identify root causes, develop POA&Ms with corrective actions and process improvements to address the root causes of deficiencies, and document corrective actions and process improvements.
- c. Coordinate identification and funding of corrective actions and process improvements to address deficiencies and their root causes and fund as appropriate. If necessary and appropriate, submit funding requirements to NAVFACHQ to support projects required to correct the identified deficiencies. PWCs will administer their funding requirements in accordance with the appropriate procedures applicable to Navy Working Capital Fund activities.
- d. Support and participate with the host activity in preparing an annual EQA Report. Ensure that NAVFACHQ receive copy of the annual EQA Report.
- e. Advise the host activity and NAVFACHQ, as soon as possible, if a deficiency or problem identified may result in significant adverse public relations and/or require regional coordination to solve.
- h. Ensure environmental compliance is a factor in the performance evaluations of appropriate personnel.

2-8.1.2 Action for NAVFACHQ.

As the Major Claimant of activities with significant environmental aspects that are tenants NAVFAC shall comply with section 20-6.4 of reference (a). Accordingly, NAVFACHQ shall take the following actions:

- a. Implement the EQA Program. Ensure NAVFAC activities that are tenants support and participate with the host activity in developing and executing a plan to implement an internal assessment to cover all processes, facilities and practices with environmental aspects within the host activity "fenceline."
- b. Coordinate with the Major Claimant of the host activity in developing and executing a plan to implement an external assessment site visit as appropriate.

c. For pertinent deficiencies identified in internal and external assessments, assist in identification and programming for funding of corrective actions and process improvements to address deficiencies and their root causes and fund as appropriate. If necessary, submit funding requests as part of a midyear review to address emergent requirements.

d. Advice CNO (N45), as soon as possible, if a deficiency or problem identified may result in significant adverse public relations and/or require national coordination to solve.

NEPSS SUPPORT

Note: This is an updated version of section 7.3 of the Navy Environmental Quality Assessment Guide, 31 August 1999.

1 NEPSS Support

The Navy Environmental Protection Support Services (NEPSS) is a network of organizations established to provide environmental support to all the claimants and installations in the Navy. The NEPSS includes offices in various commands designated to provide environmental, technical, legal, data management, and information exchange support to Navy organizations. The NEPSS organizations are NAVFACENCOM Headquarters, the Engineering Field Divisions, the Naval Facilities Engineering Service Center (NFESC), the Ordnance Environmental Support Office (OESO), the Aircraft Environmental Support Office (AESO) and the Marine Environmental Support Office (MESO). NEPSS is centrally funded through NAVFACENCOM. Because NEPSS resources are limited, priorities may need to be negotiated to meet the requirements of the many different customers that NEPSS serves. NEPSS supports the claimants, installations, and Regional Environmental Coordinators as follows:

1.1 Technical/Legal Consultation

Upon request, provide Navy customers correct, timely, cost-effective responses to inquiries and requests for environmental engineering assistance. Research, as necessary, to fully understand the compliance problem and provide the assistance required to develop a workable solution. Communicate results in a timely manner via appropriate media. Perform appropriate reporting of results (phone, fax, email, letter, personal briefing, etc). Resources are available to respond to near term, quick answer situations and longer term project-oriented solutions. Longer-term project assistance is described in Section 1.2 below. Technical/Legal Consultation means:

1. Review activity operations, processes and procedures for conformance with environmental requirements, recommend appropriate solutions and course of action, and assist with project definition and development as needed.
2. Conduct site visits and meetings with activity, claimant, regional commander, and/or REC personnel to acquire technical information and discuss alternate ways of defining and solving compliance problems.
3. Provide legal assistance by reviewing proposed and enacted laws, regulations, and policy; and providing an analysis of what needs to be done to comply.
4. Provide consultation or guidance to customers in the preparation of forms, permits, reports, etc.
5. Assist customers in working with regulatory agencies, including responding to and resolving Notices of Violation, Notices of Non-Compliance, and other enforcement actions.

1.2 Environmental Quality Project Assistance

Follow-up on Technical/Legal Consultation described above; longer-term project assistance may be needed. Environmental Quality Project Assistance means:

1. Support project preparation, develop the scope and government cost estimate, and assist the activity by providing technical information needed for budget and programming documentation. (Note: Project management and contract administration effort is not covered by NEPSS).
2. Conduct acquisition planning and provide appropriate contracting vehicles to ensure ability and capacity to execute obligation of environmental projects. The goal is to obligate funding for properly planned project request(s) within 180 days of receipt from the Claimant or Regional Commander or by the end of second quarter of the fiscal year, whichever comes later.

1.3 Long Range Planning

NEPSS supports Claimant's development and implementation of comprehensive planning and budgeting process that ensures early analysis of compliance requirements and supports cost-effective long-range compliance strategies. Upon request, NEPSS resources provide support in predicting future compliance requirements, and in developing the documentation required for the programming and budgeting process. Specifically:

1. Maintain knowledge of new and proposed laws and regulations and their impact on compliance at Navy facilities.
2. Assess future requirements and identify solutions to address those requirements, including the cost of conventional or proven innovative technologies.
3. Coordinate the update and review of the Environmental Requirements Guidebook to maintain current guidance for activities in planning their environmental compliance program budgets.
4. As requested, participate in the evaluation of an activity's environmental program Baseline Assessment Memorandum (BAM), including but not limited to reviewing existing Environmental Requirements Management System (ERMS) or Environmental Program Requirements (EPR) exhibits and providing pertinent data for the ERMS or EPR exhibit development.
5. As requested, evaluate activities' environmental quality program for pollution prevention opportunities. Provide research and technical assistance implementing pollution prevention opportunities.

6. Identify cost saving alternatives for environmental quality projects or requirements.

1.4 Environmental Quality Assessment (EQA) Program Assistance

NEPSS generally does not cover internal assessments. However, support regarding applicability and how to address specific environmental requirements, as well as how to correct environmental deficiencies, is available to activities as Environmental Consultation/Project Assistance described in 1) and 2) above. NEPSS support for the EQA Program is available to:

1. Provide support to claimants and activities in the use of the ACE software.
2. Provide instructors to support CECOS in providing Claimant, Regional Commander, REC, and activity personnel with training on the EQA Program, including internal and external assessment, root cause analysis, corrective actions, identification of process improvements and pollution prevention opportunities, EMS reviews, program management reviews, reporting, and available tools.
3. Assist Claimants, as requested, in conducting and preparing reports on external assessments and process reviews to identify and correct root causes and implement program improvements.
4. At CNO's direction, prepare and update guidance documents and training materials for conducting internal and external assessments, including root cause analyses.

1.5 Technical/Regulatory Information Transfer

Disseminate technical and regulatory information to Navy customers and establish mechanisms and procedures that assist customers. For example:

1. Provide assistance in development and conduct of environmental training courses.
2. Advise customers on new or emerging technologies (including lessons learned).

1.6 Support to the REC

Support the Navy and DoD REC in meeting the environmental coordination requirements of OPNAVINST 5090.1B and DoD Instruction 4715.2.

NAVFAC's EQA EXTERNAL ASSESSMENT PLAN FOR CY-02 TO CY-05

Activity	Expected Transfer Date	EFD/EFA	Date of Last ECE OR EA	Scope of Last ECE or EA	Planned Date of Next EA	Scope of Next EA	Media for Compliance Assessment	Rationale for next EA	Comments
CY 03									
NAVSTA Hunters Point, CA	May 15	SWDIV			20 - 24 Jan 03	A	PM	3	
NAS Alameda, CA	Sep 10	EFA SW			10 - 14 Feb 03	A	PM	3	
NSY Mare Island, CA	Dec 08	SWDIV			17 - 21 Mar 03	A	PM	3	
FISC Point Molate, CA	Nov 08	SWDIV			21 - 25 Apr 03	A	PM	3	
NAF Adak, AK	Dec 04	EFA NW			12 - 16 May 03	A	PM	3	
MCAS El Toro, CA	Dec 08	EFA SW			23 - 27 Jun 03	A	PM	3	
MCAS Tustin, CA	Sep 07	EFA SW			14 - 18 Jul 03	A	PM	3	
NAWCD-AD Indianapolis, IN	Apr 03	SOUTH DIV			18 - 22 Aug 03	A	PM	3	
NAS Cecil Field, FL	Oct 04	SOUTH DIV			22 - 26 Sep 03	A	PM	3	
NAS Dallas, TX	Jul 03	SOUTH DIV			20 - 24 Oct 03	A	PM	3	
FISC Charleston, SC	Dec 02	SOUTH DIV			10 - 14 Nov 03	A	PM	3	
NSY Charleston, SC	Dec 02	SOUTH DIV			10 - 14 Nov 03	A	PM	3	

NAVFAC's EQA EXTERNAL ASSESSMENT PLAN FOR CY-02 TO CY-05

Activity	Expected Transfer Date	EFD/EFA	Date of Last ECE OR EA	Scope of Last ECE or EA	Planned Date of Next EA	Scope of Next EA	Media for Compliance Assessment	Rationale for next EA	Comments
NAVSTA Charleston, SC	Dec 02	SOUTHDIV		See Note 1	10 - 14 Nov 03	A	PM	See Note 3 3	
CY 04									
NTC Orlando, FL	Jan 05	SOUTHDIV			23 - 27 Feb 04	A	PM	3	
NAS Barbers Point, HI	Sep 03	PACDIV			19 - 23 Apr 04	A	PM	3	
NAS South Weymouth, MA	Sep 04	EFA NE			10 - 14 May 04	A	PM	3	
NAVSTA Long Beach, CA	Sep 02	EFA SW			21 - 25 Jun 04	A	PM	3	
PWC SF, CA	Nov 02	SWDIV			19 - 23 Jul 04	A	PM	3	
NUSC/NUWC New London, CT	Apr 02	EFA NE			20 - 24 Sep 04	A	PM	3	
NAVHOSP Oakland, CAI	Jan 02	EFA SW			18 - 22 Oct 04	A	PM	3	
NTC San Diego, CA	Mar 02	SWDIV			22 - 26 Nov 04	A	PM	3	
CY 05									
NAS Key West, FL	Jan 04	SOUTHDIV			24 - 28 Jan 05	A	PM	3	
NOS Louisville, KY	Apr 02	SOUTHDIV			21 - 25 Feb 05	A	PM	3	

NAVFAAC's EQA EXTERNAL ASSESSMENT PLAN FOR CY-02 TO CY-05

Activity	Expected Transfer Date	EFD/EFA	Date of Last ECE OR EA	Scope of Last ECE or EA	Planned Date of Next EA	Scope of Next EA	Media for Compliance Assessment	Rationale for next EA	Comments
NAVSTA Philadelphia, PA	Oct 01	EFA NE		See Note 1	14 - 18 Mar 05	A	PM	See Note 3	After transfer long term monitoring will continue
NAVSTA Treasure Island, CA	Sep 08	EFA SW			18 - 22 Apr 05	A	PM	3	
NCBC Davisville, RI	Sep 04	EFA NE			20 - 24 Jun 05	A	PM	3	
NAS Glenview, IL	Dec 02	SOUTH DIV			18 - 22 Jul 05	A	PM	3	
Agana Power Plant, Guam	Jan 03	PAC DIV			15 - 19 Aug 05	A	PM	3	Transfer of property pending completion of cleanup work at a Site.
NAVACTS Guam	Sep 04	PAC DIV			15 - 19 Aug 05	A	PM	3	Property transferred, a remedial investigation / feasibility study at area of concern still ongoing.
NAWC Warminster, PA	Sep 01	EFA NE			22 - 26 Aug 05	A	PM	3	Property transferred, a site(s) remedial action operation expected to continue until 2020.
NAWC-AD Trenton, NJ	Sep 01	EFA NE			12 - 16 Sep 05	A	PM	3	Property transferred, a site(s) remedial action operation expected to continue until 2020.
NSWC Carderock DIV Det. Annapolis, MD	Feb 02	EFA CHES			18 - 22 Sep 05	A	PM	3	

Notes for the NAVFAC's EQA External Assessment Plan		
Note 1; Scope Codes	Note 2 Media Codes	Note 3; Rationale Codes:
A = EMS Review only	PM = Program Management	1 = Comprehensive Internal Assessment Plan and EQA Report
B = EMS Review and compliance assessment of selected media (indicate media)	NEPA = National Environmental Policy Act	2 = Excellent results on last ECE or external assessment
C = EMS Review and compliance assessment of ALL media	P2 = Pollution Prevention	3 = Initial external assessment
D = Compliance assessment of selected media (indicate media)	EPCRA = Emergency Planning and Community Right to Know Act	4 = Interval since last site visit
E = Compliance assessment of ALL media	Air = Clean Air Act	5 = Average Internal Assessment Plan and EQA Report
X = Exempt	ODS = Ozone Depleting Substances	6 = Unsatisfactory Internal Assessment Plan and EQA Report
	WW = Clean Water Act (wastewater)	7 = Known or suspected compliance/EMS issues
	DW = Drinking Water	8 = Unsatisfactory results from last ECE or external assessment
	Oil = Oil Management and Contingency Planning	X = Exempt (Administrative or explain)
	PCB = Polychlorinated Biphenyls	
	HW = Hazardous Waste Management	
	PEST = Pesticides	
	SW = Solid Waste Management	
	IR = Installation Restoration	
	ST = Underground and Above Ground Storage Tanks	
	Noise = Noise Prevention	

Notes for the NAVFAC's EQA External Assessment Plan		
Note 1; Scope Codes	Note 2 Media Codes	Note 3; Rationale Codes:
	EQA = Environmental Quality Assessment	
	NR = Natural Resource Management	
	CR = Cultural Resource Management	
	TR = Environmental and Natural Resources Training	
	RAD = Radon Assessment and Mitigation	

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