

FORT NOVOSEL

Environmental Document

ENV-NE001: National Environmental Policy Act (NEPA) Program
(28 MARCH 2025)

Approved by: *Julie Majors/Susan Cowart*

1.0 PURPOSE

These procedures define the requirements for compliance with the National Environmental Policy Act (NEPA). This policy is implemented, to the fullest extent possible, to incorporate environmental considerations into the decision making processes. Commencing at the earliest possible point and continuing through implementation of the proposed action, appropriate and careful consideration of the environmental aspects of the proposed action is built into the decision making process in order to avoid or minimize adverse environmental effects, consistent with the requirements of NEPA.

Control of environmental procedures is addressed in procedure ENV-P002: Document Control.

2.0 SCOPE

These procedures apply to all civilian, military, and contract employees of Fort Novosel.

3.0 DEFINITIONS

Term	Definition
Environmental Assessment (EA)	A concise public document that analyzes the environmental impacts of a proposed federal action and provides sufficient evidence to determine the level of significance of the impacts.
Finding of No Significant Impact (FONSI)	A public document that briefly presents the reasons why an action will not have a significant impact on the quality of the human environment and therefore will not require preparation of an environmental impact statement.
Environmental Impact Statement (EIS)	The detailed statement required by section 102(2)(C) of NEPA that an agency prepares when its proposed action significantly affects the quality of the human environment.
Record of Decision (ROD)	A public document signed by the agency. The ROD states the decision, the alternatives considered, the environmentally preferable alternative(s), the factors considered in the agency's decision, any mitigation measures that will be implemented, and a description of any applicable enforcement and monitoring programs.

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Term	Definition
Record of Environmental Consideration (REC)	This document describes the proposed action and anticipated timeframe, identifies the proponent, and explains why further environmental analysis and documentation is not required. It is a signed statement to be submitted with project documentation.
Categorical Exclusion (CX)	Categories of actions that normally do not individually or cumulatively have a significant impact on the human environment for which, therefore, an EA or EIS is not required. 32 CFR 651 includes the CX list. The NEPA Program Manager will issue a CX using an Environmental Screening memorandum.
Cumulative Impact	The impact on the environment that results from the incremental impact of the action when added to other past, present, and reasonably foreseeable actions regardless of what agency, organization, or person undertakes the action.
Action	A signed decision by a responsible Federal official resulting in: <ul style="list-style-type: none"> a. Commitment of Federal funds (to include contracts and work orders) b. Change in official policy or regulations c. Submission of proposed legislation to Congress

4.0 RESPONSIBILITIES

Role	Responsibility
Customers	<ul style="list-style-type: none"> • Submit details of proposed actions for review by DPW-ENRD NEPA Program Manager using AVCOE Form 251, <i>Record of Environmental Consideration</i>, Section 1 prior to initiating the action at the earliest possible point in the process in order to minimize or avoid untimely delays of the proposed action. This includes scopes of work and requests for proposal associated with contracts PRIOR to them being sent for bid. • Ensure all comments from environmental review documents are incorporated into proposed action. • Submit all required documents to the DPW-ENRD NEPA Program Manager as indicated in environmental review documents throughout the implementation of the proposed action.

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Role	Responsibility
Directorate of Public Works, Environmental and Natural Resources Division (DPW-ENRD) NEPA Program Manager	<ul style="list-style-type: none"> Review and provide environmental comments for all proposed actions within 14 days. Maintain records of all environmental review documentation.
DPW, Business Operations and Integration Division (DPW-BOID)	<ul style="list-style-type: none"> Ensure that no work will begin on any project before the environmental review is complete and comments have been received. Ensure that all environmental documentation is added to the official project files. Ensure that the environmental comments are forwarded to the appropriate proponent for proposed action execution. Ensure that all records and documentation that are required as a result of the NEPA review are submitted to the NEPA Program Manager within the time frame indicated. Ensure that as scopes of work, drawings, or changes to the proposed action are developed, they are resubmitted to the NEPA Program Manager for secondary review to ensure appropriate documentation has been provided.
Directorate of Plans, Training, Mobilization, and Security (DPTMS), Range Division	<ul style="list-style-type: none"> Submit standard military training activities utilizing Section 1 of AVCOE Form 251, <i>Record of Environmental Consideration</i>, for review and approval to DPW-ENRD annually. Ensure that military units conducting training that falls outside of the scope of the standard training submit a AVCOE Form 251, <i>Record of Environmental Consideration</i>, utilizing Section 1 to DPW-ENRD for approval. DPTMS will ensure that the military unit has an approved AVCOE Form 251 on file before allowing the unit to conduct training.
Military Units	<ul style="list-style-type: none"> Ensure that no training events are undertaken without proper environmental review. Ensure that all regular training plans are reviewed and new environmental review documentation is received annually.

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Role	Responsibility
	<ul style="list-style-type: none">Implement any measures identified within the environmental review documents for all applicable training exercises.Follow provisions for environmental protection included in Fort Novosel Regulation 385-1, Range and Training Area Regulation.

5.0 PROCEDURE

5.1 Maintenance and Repair Projects

- 5.1.1 A customer will initiate an operations work order (OWO) by calling 334-255-9041 or 334-255-9042.
- 5.1.2 OWOs are used for small projects that are not to exceed \$5,000. OWOs are only used for minor maintenance and repair projects; any new projects or renovations must be submitted using DA Form 4283, *Facilities Engineering Work Request* (DA 4283).
- 5.1.3 For projects conducted using the OWO system, the OWO technicians will notify DPW-ENRD if an environmental concern is evident while conducting the work.
- 5.1.4 The NEPA Program Manager will make a determination as to whether an environmental concern that needs to be addressed is present or not.
- 5.1.5 The technicians will continue work when they receive clearance from DPW-ENRD. If an environmental concern is present that will require additional work beyond the OWO to complete (i.e., asbestos containing material is identified), the project will be converted to a work order using a DA 4283.

5.2 Construction, Renovation, and Repair Projects (non-OWO projects)

- 5.2.1 For all non-OWO projects, the customer will notify DPW of the proposed project by submitting DA 4283 to DPW-BOID Customer Support Branch. The DA 4283 should be used to initiate all projects that exceed the level of an OWO, including construction, renovation, and maintenance projects.
- 5.2.2 After submittal of the DA 4283, the DPW-BOID Customer Support Branch will assign a DPW Project Manager to the project. The project manager will determine if the project is a Military Construction, Army (MCA) project (exceeds \$1 million). If the project is determined to be MCA, the DA 4283 will be changed to a DD Form 1391, FY__ Military Construction Project Data (DD 1391). The DD 1391 or DA 4283 is then forwarded to DPW-ENRD for review.

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- 5.2.3 The NEPA Program Manager will conduct a NEPA review of all proposed actions by reviewing the information submitted on the DA 4283 or DD 1391 as described in Section 5.4 below.
- 5.2.4 The NEPA Program Manager will submit a copy of the environmental documentation to DPW-BOID for filing in the project files and to the DPW Project Manager for further action.
- 5.2.5 The DPW Project Manager will determine the contracting mechanism that will be used for the project. Development of the design and scope of work will be completed and resubmitted to DPW-ENRD for a second review for additional environmental impacts.
- 5.2.6 The NEPA Program Manager will revise the environmental documentation as necessary and submit a copy to the DPW Project Manager and applicable point of contact based on the specific contracting mechanism.
- 5.2.7 The project will be initiated after all environmental concerns have been addressed.
- 5.2.8 The project manager or Contracting Officer's Representative (COR) will ensure that all required documentation and records relating to environmental issues are submitted to the NEPA Program Manager within the timeframe indicated on the environmental review documents. Submittals must be reviewed and approved by the NEPA Program Manager prior to work commencing.

5.3 Military Training Activities

- 5.3.1 The Directorate of Plans, Training, Mobilization and Security (DPTMS) Range Division will submit information to DPW-ENRD regarding standard military training activities for NEPA review at least annually.
- 5.3.2 Training activities that are outside of the scope of the DPTMS standard NEPA documentation issued will be submitted by the proponent utilizing the AVCOE Form 251, *Record of Environmental Consideration*, for review and approval. The unit will not be allowed to conduct training until receipt of an approved AVCOE Form 251 from DPW-ENRD.
- 5.3.3 Examples of training activities that require NEPA review include, but are not limited to, ground disturbance, Reverse Osmosis Water Purification Unit (ROWPU) or Tactical Water Purification System (TWPS) training, field mess, and bulk fuel storage on site.

5.4 Other Activities Requiring NEPA Review

- 5.4.1 Certain CX's require a REC to be prepared as indicated in the 32 CFR 651 Appendix B. Below is a list of the more frequent types of activities requiring a REC:

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- Reduction and realignments of civilian and/or military personnel.
- Relocation of personnel into existing federally-owned or commercially-leased space.
- Acquisition, installation, and operation of utility and communication systems, mobile antennas, data processing cable and similar electronic equipment that use existing right-of-way, easement, distribution systems, and/or facilities.
- Modification and adaptation of commercially available items and products for military application.
- Real estate activities (grants, leases, licenses, easements, and permits)
- Disposal of excess easement areas to the underlying fee owner.
- Transfer of real property administrative control within the Army, to another military department, or to other federal agency.
- Acquisition of real property (including facilities).
- Aircraft and airfield activities: infrequent, temporary (less than 30 days) increase in air operations up to 50 percent of the typical installation aircraft operation rate.

5.4.2 The customer shall complete Section 1 of the AVCOE Form 251, *Record of Environmental Consideration*, and submit to the NEPA Program Manager for review and approval. The customer cannot begin the activity until receipt of an approved AVCOE Form 251 from DPW-ENRD.

5.5 NEPA Review Process

5.5.1 The NEPA Program Manager will review all proposed actions for potential environmental impacts.

5.5.2 The NEPA Program Manager will document details of the findings relating to environmental considerations on either an Environmental Screening Document (Categorical Exclusion - CX) or AVCOE Form 251, *Record of Environmental Consideration*, as appropriate. If an EA or EIS is required, the NEPA Program Manager will notify the project manager or military unit representative. The proponent must fund the development of an EA or EIS if required by NEPA regulations.

5.5.3 The NEPA Program Manager will list any records or plans that must be submitted to address potential impacts to the environment. Items that may be required include, but are not limited to the following list:

- Alabama Department of Environmental Management (ADEM) Forms and/or Permit Applications
- Asbestos Abatement Work Plans
- Hazardous Material Usage Data

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- Hazardous Waste Generation and Storage Data
 - Inspection Records for Hazardous Waste and Bulk Oil Storage Containers
 - Ozone Depleting Substance Servicing Records
 - Pesticide Application Records
 - Stormwater Construction Best Management Practice Plans
 - Waste Diversion and Disposal Data
- 5.5.4 The NEPA Program Manager will provide the environmental documentation and copies of all associated data to the assigned project manager within DPW-BOID or military unit representative, as appropriate.
- 5.5.5 The DPW-BOID project manager or COR will ensure documentation of all environmental findings is presented to all contractors involved with a project and incorporate the findings into project specifications, as appropriate.
- 5.5.6 The military unit representative will ensure documentation of all environmental findings is included in the organization's training plan and implemented during all training activities.

6.0 FORMS AND RECORDS

AVCOE Form 251, *Record of Environmental Consideration*

DA Form 4283, *Facilities Engineering Work Request*

DD Form 1391, *FY__ Military Construction Project Data*

Environmental reviews and associated comments

Forms and records specified within the environmental review documentation

7.0 REFERENCES

42 U.S.C. 4321, *National Environmental Policy Act*

40 CFR Parts 1500-1518, *Council on Environmental Quality*

Army Regulation 200-1, *Environmental Protection and Enhancement*

32 CFR Part 651, *Environmental Analysis of Army Actions*

ENV-P002: Document Control

Fort Novosel Regulation 385-1, *Range and Training Area Regulation*