



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6221

MEMORANDUM FOR DISTRIBUTION

SUBJECT: DSCC National Environmental Policy Act Compliance Policy

REFERENCE:

- a. DLAR 1000.22 C1, "Environmental Considerations In Defense Logistics Agency Actions," April 27, 2018
- b. 42 U.S.C. 4321 et seq, "National Environmental Policy Act," January 1, 1970

SCOPE: All projects occurring at the Defense Supply Center Columbus (DSCC) shall be reviewed by the Environmental Management Division to fulfill requirements of the National Environmental Policy Act (NEPA) and DLAR 1000.22. DLA and all tenant activities shall follow the DSCC NEPA Process documented in Enclosure 1.

APPLICABILITY: This policy applies to any employee or organization responsible for coordinating and/ or implementing projects at DSCC.

DSCC NEPA PROCESS: See Enclosure 1.

POINT OF CONTACT: For questions regarding this policy, contact the Environmental Management Division at DSCC.Environmental@dla.mil.

KRISTINE FREELS
Site Director
Installation Management Columbus

ENCLOSURE 1: DSCC NEPA PROCESS

DLA and tenant activities shall comply with the following requirements:

- a. All proposed projects shall be reviewed by the DSCC Environmental Management Division prior to submitting said proposal to any contracting entity.
- b. All environmental comments and requirements shall be incorporated into the contract or specifications as documented in the Temporary Environmental Controls and/ or the DLA Form 1664.
- c. Comments and requirements set forth within DLA Form 1664 constitute a “conditional approval” for a proposed project to proceed. These comments/requirements must be incorporated, and any associated deadlines must be met for the conditional nature of the approval to continue, uninterrupted.
- d. “Design-build” projects shall be initially reviewed by the DSCC Environmental Management Division and a DLA Form 1664 will be provided for the initial concept or known specifications and related work actions. When 90% complete drawings/plans are available, they shall be provided to the DSCC Environmental Management Division for a second review. A revised DLA Form 1664 may be issued, and a second pre-construction meeting can occur, if deemed necessary by the DSCC Environmental Management Division.
- e. The DSCC Environmental Management Division shall be invited to and attend all pre-construction meetings to convey the requirements for each contract.
- f. Submissions/ submittals required for environmental compliance shall be provided to the Environmental Management Division in a timely manner.

RESPONSIBILITIES:

a. Environmental Management Division:

- (1) Ensure project plans and submittals provided are reviewed in a timely manner and identify any environmental compliance issues.
- (2) Send the applicable NEPA document (e.g. DLA Form 1664 or Environmental Assessment) to the Project Engineer along with any requirements to include submittal requests.

b. Project Engineers/ Managers:

- (1) Ensure projects are reviewed by the Environmental Management Division.
- (2) Address Environmental Management Division comments pre-award.
- (3) Incorporate list of required environmental submittals and/or requirements as needed.

c. Contract Representatives:

- (1) Provide the Environmental Management Division an opportunity to attend the pre-construction conference.
- (2) Procure all required submittals from the contractor.
- (3) Notify the Environmental Management Division when submittals are available.
- (4) Notify the Environmental Management Division when projects reach the appropriate stage for inspections.

d. Building/Equip Operations & Maintenance Branch/ Utilities Operations & Maintenance Branch:

(1) Ensure work order items that have been identified as 'high risk,' are reviewed by the DSCC Environmental Management Division.