



DEPARTMENT OF THE NAVY
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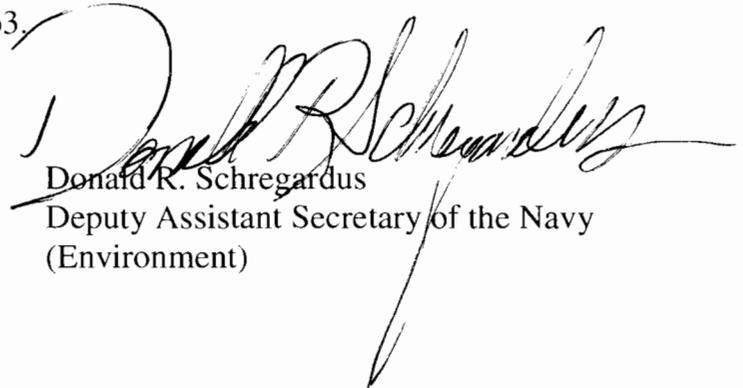
August 31, 2007

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Department of the Navy Streamlined Record of Decision Strategy

The Department of the Navy (DON) is committed to continual process improvements. Based on the successful development, issuance, and implementation of the pioneer streamlined Record of Decision (ROD) at Marine Corps Air Station Cherry Point in September 2006, I directed my staff to develop a strategy to support and promote the use of this document methodology. DON views streamlined RODs as a better business practice for documenting and communicating the remedy selection for our sites. I am proud to provide you with a copy of the DON Streamlined ROD Strategy for your use and implementation and look forward to the progress updates at the semi-annual In-Progress Review meetings.

My point of contact for this matter is Mr. Richard Mach, who can be reached at richard.mach@navy.mil or (703) 614-5463.



Donald R. Schregardus
Deputy Assistant Secretary of the Navy
(Environment)

Attachment:

Department of the Navy, Streamlined Record of Decision Strategy, August 2007

Department of the Navy

Streamlined Record of Decision (ROD) Strategy August 2007

Background

The Department of the Navy (DON) is a proven leader of innovation in the Environmental Restoration (ER) program. Through 2005, DON led innovations have included new sampling and treatment technologies, improved management strategies, and enhanced program optimization and validation. In 2006, DON developed, and was the first to issue, a Streamlined ROD utilizing an innovative format and the latest electronic technology to present the remedy selection for a site. The first Streamlined ROD was prepared and issued in September 2006, at Marine Corps Air Station (MCAS) Cherry Point for Operable Unit 6, Site 12. This pioneer Streamlined ROD was developed as a pilot project with many reviewers throughout the various departments within DON, Army, Air Force, Office of the Secretary of Defense (OSD), the Environmental Protection Agency, and Department of Justice. This document format was found to be legally sufficient, easy to read and understand by all public and regulatory stakeholders, and a more effective means of documenting and communicating the remedy selection for the site.

The successful issuance of the MCAS Cherry Point streamlined ROD has been briefed throughout the DON chain of command, to OSD and the Services, and to EPA, States, and industry at various forums and conferences. This document format is a better business practice to document our selected remedies.

Applicability

This strategy applies to all active and Base Realignment and Closure (BRAC) ER sites developing RODs to document the selected remedy(s). Development of Streamlined RODs must be implemented through consensus by the team of DON remedial project managers (RPMs) and the appropriate State and/or Federal regulatory agencies.

Goal

DON is committed to transitioning the Streamlined ROD from a pilot concept to the standard format to document remedy selection. Therefore, 50% of RODs in FY-09 and 100% of RODs in FY-10 and beyond shall be streamlined.

Strategy

The Streamlined ROD is a better business practice and DON must ensure successful deployments to achieve our goals. It is therefore crucial that DON RPMs work closely with their regulatory partners to achieve buy-in and consensus to implement this improved document format. Following are immediate actions to be taken to successfully develop Streamlined RODs across the DON enterprise:

1. Develop list of RODs planned to be issued over the next two years and identify proactive project teams motivated to develop and implement Streamlined RODs. Maintain a tracking of these sites and provide training, guidance, and support to the teams. Develop success stories, RPM news articles, and other outreach materials to showcase these successful Streamlined ROD deployments. Initial list of ROD schedules shall be generated as part of the FY-07 end of year data submissions and updated annually. **(NAVFAC Lead)**
2. Develop detailed guidance, training, and outreach material regarding Streamlined RODs to support project teams. These tools shall be developed for:
 - a. **Upper Management** as an overview so they get a better understanding of why this is better business practice.
 - b. **Project Teams** with the technical and contractual details needed to produce these documents in a logical, understandable, and defensible manner.
 - c. **Communities/Stakeholders** to get a better understanding of the conscientious manner in which these teams are presenting volumes of technical and legal information in a concise and understandable format.
 - d. **General Environmental Community/Contractors** as a means of increased technology transfer.These outreach materials and tools should be flexible to incorporate future enhancements and modifications, as developed. **(NAVFAC Lead)**
3. Coordinate with the DoD Services and EPA to identify additional pilot sites to jointly develop and accept additional Streamlined RODs. **(DASN (E), CNO N45 and NAVFAC co-Leads)**
4. Collaborate with EPA to develop a training forum to be held at the next National Association of Remedial Project Managers. Ensure project teams who issued Streamlined RODs are part of the forum to present the way their team approached implementation of this process, identify successes, challenges, and lessons learned through the process, and participate in a panel discussion to foster future successes. **(DASN (E) and NAVFAC co-Lead)**
5. Evaluate feedback from teams and explore other means to increase the successful issuance and continued enhancement of Streamlined RODs. Identify and resolve barriers to meeting DON goals **(All)**
6. Develop metrics to track the effectiveness (i.e. timeliness, cost, usability, etc.) of implementing Streamlined RODs by March 2008. **(NAVFAC Lead)**

Progress toward the DON goals shall be presented as part of the semi-annual ER In-Progress Reviews.