



# ENVIRONMENTAL RESTORATION

U.S. Army Environmental Center

## DECISION DOCUMENTS/RECORDS OF DECISION

- ❖ Army policy dictates that any decision to execute a removal (REM), interim remedial action (IRA) or remedial action (RA) as part of the Defense Environmental Restoration Program (DERP) must be documented in the form of a Decision Document or Record of Decision (ROD).
- ❖ The Army adopted the term “Decision Document” (DD) for the documentation of any REM, IRA or RA decisions conducted under the DERP.
- ❖ For USEPA National Priority List (NPL) sites, a remedy is selected and documented in a ROD.
- ❖ At Army NPL installations, restoration activities are conducted in accordance with CERCLA and the ROD serves as legal certification that the remedy was selected in accordance with the requirements of CERCLA and the NCP.

### DD and ROD Review and Approval Procedures

**Preparation.** Installations prepare DDs/RODs, staff for review and concurrence of the selected action, and get appropriate approvals prior to requesting the release of funds for award of a REM/IRA/RA contract.

**Review Procedures.** All documents are staffed through the installation chain-of command (including the servicing public affairs and legal offices). The draft document is sent to the major Army command (MACOM) including legal and public affairs. Draft DDs/RODs are

also provided to the U.S. Army Environmental Center (USAEC) and the U.S. Army Center for Health Promotion and Preventive Medicine (USACHPPM) for review and concurrence with the selected action.

**Approvals.** Once the draft DD/ROD has been reviewed, the document should be forwarded, with concurrences, for signature by the appropriate authority.

- ❖ The DD/ROD is not to be submitted for approval prior to the final Feasibility Study report.
- ❖ Regulators should not sign the DD/ROD prior to all Army command channel concurrence.

Signature authority for NPL RODs shall not be delegated below a general officer or Senior Executive Service official. The only exception is that an Installation Commander or other designated authority, regardless of grade/rank, may sign NPL RODs selecting the no action alternative.

#### **Greater than \$6M.**

The Assistant Chief of Staff for Installation Management (ACSIM) approves DDs, including NPL RODs.

#### **Between \$2M and \$6M.**

The MACOM commander approves DDs, including NPL RODs.

#### **Less than \$2M.**

The Installation Commander approves DDs, including NPL RODs.

**Timelines.** Installations must allow sufficient time for staffing at each level in the chain-of-command.

- a. **Review and Concurrence — 60 to 90 days for technical review and concurrence to the installation staff, MACOM, USAEC, USACHPPM and the regulators (if appropriate)**
- b. **Approval and Signature — 20 to 45 days for the approval and signature by installation commanders, MACOM commanders, and the ACSIM.**

## After the DD/ROD Is Signed

After the DD/ROD is signed, the installation should:

1. Publish a notice of the availability of the DD/ROD in a major local newspaper of general circulation.
2. Make the DD/ROD available for public inspection and copying at the information repositories at or near the facility prior to the commencement of any remedial action.
3. Maintain the DD/ROD in the installation Administrative Record and the installation's permanent environmental files.
4. Provide a copy to each level in the chain-of-command below the approval authority and to the USAEC. The approving organization should also provide a copy of all signed RODs to the ACSIM (DAIM-ED) and the Deputy Assistant Secretary of the Army for Environment, Safety and Occupational Health (DASA [ESOH]).
5. Report the DD/ROD in the Defense Site Environmental Restoration Tracking System.

## Amending a DD/ROD

A signed DD/ROD may be re-evaluated at any point during the remedial action process (i.e., during remedial design, before or after operations are in place, when the selected remedy is found to be ineffective or if recently developed technology may be more beneficial towards cleanup). If, after re-evaluation, the selected remedy changes, the ROD/DD will have to be amended or "re-opened" before the changes can be implemented.

## DD/ROD Guidance

Policy for staffing and approving DDs including NPL RODs is contained in the 16 November 1995 memorandum from the ACSIM, subject: Revised Interim Policy for Staffing and Approving Decision Documents (DDs).

Available at <http://www.denix.osd.mil/denix/Public/Policy/Army/Intpol/dds1.html>.

# More Information

For more information on DDs/RODs, contact:

U.S. Army Environmental Center,  
Environmental Restoration Division  
(410) 436-3240 or visit the Web site:  
<http://aec.army.mil>

