DEPARTMENT OF THE NAVY
NAVAL AIR WARFARE CENTER WEAPONS DIVISION
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IN REPLY REFER TO:
NAWCWDINST 5090.3
500000D

NAWCWDINSTRUCTION 5090.3

From: Commander, Naval Air Warfare Center Weapons Division

Subj: ENVIRONMENTAL COMPLIANCE MANAGEMENT AT THE NAVAL AIR WARFARE CENTER WEAPONS DIVISION

Ref:
(a) SECNAVINST 5000.2E
(b) OPNAVINST 5090.1C, CH-1
(c) NAVAIRINST 5090.3
(d) 42 U.S.C. 4321 et seq., National Environmental Policy Act of 1969, as amended
(e) 32 CFR 775, DON Procedures for Implementing NEPA
(f) E.O. 12114 Environmental Effects Abroad of Major Federal Actions of 4 Jan 79
(g) Memorandum of Agreement (MOA) between CNRSW and NAWCWD of 20 September 2010, China Lake
(h) Memorandum of Agreement (MOA) between CNRSW and NAWCWD of 6 December 2011, NBVC

Encl:
(1) Functional Environmental Enterprise Team Organizational Chart
(2) Definitions

1. Purpose. To establish policy and procedures and assign roles and responsibilities for the implementation and execution of environmental compliance program at the Naval Air Warfare Center Weapons Division (NAWCWD). Compliance with this instruction is mandatory for all civil service, military, and contractor employees of the NAWCWD. NAWCWD personnel are responsible to ensure customers and all other personnel sponsored by NAWCWD conduct their activities per this instruction.

2. Background. References (a) through (e) require Department of the Navy (DON) Commands to identify and analyze potential environmental impacts that may result from the planned actions or activities of the Command. References (f) through (h) have additional requirements applicable to NAWCWD. Planned actions

or activities may be approved per authorized and valid environmental documentation and conducted per applicable mitigation and permitting requirements.

3. Policy. NAWCWD will fully comply with all applicable environmental laws, regulations, policies, and permit conditions; individuals planning and executing actions are accountable for compliance with the environmental requirements/stipulations/ Conditions of applicable permits and/or approvals for each action; and clear lines of authority and responsibility are established and communicated for each action.

a. References (g) and (h) provide direction for mutually developing environmental compliance policies and procedures, and specific roles and responsibilities of personnel involved in environmental management between NAWCWD and the Host Commands at the Naval Air Weapons Station China Lake (NAWSCL), and Naval Base Ventura County (NBVC).

b. Enclosure (1) identifies the functional membership of the Enterprise Team (ET). The ET is composed of representatives from all appropriate functional disciplines working together with a Team Leader (NAWCWD Environmental Program Manager (EPM)) to support compliance within the NAWCWD Command. The purpose of the ET is to provide consistent application of Command and Host Command guidance with applicable requirements for activities on the installations.

c. All NAWCWD activities require an environmental review and approval leveraging the Environmental Enterprise Team as appropriate.

d. Range Department shall designate Environmental Coordinators (ECs) for China Lake and Sea Ranges. Other competencies that may have significant compliance requirements and may require assistance should work with the NAWCWD EPM, Site Lead, and Host Command environmental staff as required to identify compliance requirements and potential support strategies.

e. Any new program or significant expansion of an existing activity is required to be reviewed and endorsed by the NAWCWD EPM for overall Command awareness prior to submittal to the Environmental Coordinator (EC) for environmental review actions.

f. The assigned EC for each competency is responsible for completing the required environmental review/analysis. The EC

will advise the action proponent of any environmental requirements (i.e., surveys, permits, mitigation) prior to project execution. To minimize the impact to project schedules, it is imperative that the EC be consulted as early as possible in the planning process. If required by policy, the EC will consult with Host Command environmental staff.

g. Activities generally fall into one of the categories addressed below. Test Managers/Project Proponents shall contact their competency's designated EC for assistance to ensure all actions obtain the proper review/approval.

(1) Test/Training events: The EC documents the required environmental planning for the event to ensure that it has been covered by previously prepared and valid National Environmental Policy Act (NEPA) documentation.

(2) Facility Projects: All facility projects are to be coordinated through the Competency Facilities Coordinator and the Infrastructure Business Operations Department, Code 7J0000D. The assigned EC works with the Competency Facilities Coordinator and Code 7J0000D personnel and Host Command Environmental staff, if required, to develop scopes of work that comply with environmental requirements and provide all appropriate data to facilitate and expedite work through the NAVFAC and Host Command processes for approval.

(3) Unplanned Event: Any previously approved test/training event, or operation that results in an impact on the environment outside of an approved test, target footprint, or other area previously addressed by a NEPA decision document, will be categorized as an "unplanned event". Unplanned events will be immediately communicated to the designated EC, who will forward relevant details to the Site Lead, NAWCWD EPM, and Host Command per established procedures.

(4) All Other Actions: Any action not addressed above that has the potential to impact environmental resources (ground, water, air, storage tanks, hazardous waste, etc.) requires that the proponent contact and discuss the proposal with the assigned EC before initiating the action. The EC will consult with Host Command Environmental staff, if required by policy, to identify any requirements and initiate any required environmental review.

4. Training. All NAWCWD employees and contractor personnel are expected to deal with environmental matters in the course of

their duties and shall complete NAWCWD's general environmental awareness training annually. New employees shall complete the general awareness training within 30 days of reporting for duty. In addition, NAWCWD employees/contractors who have operational responsibilities that could impact the environment may be required to complete job specific environmental training (e.g., desert tortoise brief, hazardous waste generation, hazardous material safety, air permit requirements, etc.). NAWCWD Managers are responsible for identifying the environmental training needs of each employee or contractors working under their area of responsibility and retain records of their employees' compliance with this requirement.

a. Down range access at NAWSCL is restricted to individuals who have received required training or are escorted by individuals who have received the training.

b. Personnel working at Point Mugu must complete relevant ECATTS training.

c. Personnel going to San Nicholas Island (SNI) are required to receive an SNI indoctrination brief upon arrival.

5. Responsibilities

a. The NAWCWD Environmental Program Manager shall:

(1) Assume the primary responsibility for NAWCWD Environmental Program execution and compliance with all applicable environmental laws, regulations, policies, and permit conditions.

(2) Assist competencies in meeting their environmental compliance responsibilities.

(3) Work closely with the Host Commands and NAWCWD Site Leads to coordinate and collaborate on environmental policy and mission execution.

(4) Ensure environmental compliance requirements through oversight, inspection, and identification of compliance issues.

(5) Develop and implement required Command instructions, policies, and procedures regarding environmental compliance requirements.

(6) Ensure development and implementation of environmental training requirements. Develop and implement required environmental tracking systems/tools.

(7) Ensure sufficient resources are available to NAWCWD competencies to enable NAWCWD to comply with applicable Federal, State, and local laws.

(8) Represent NAWCWD's interests on the Host Command's Environmental Management Councils.

(9) Provide management and direction to support the environmental review processes and address emerging environmental management directives.

(10) Coordinate review of actions requesting establishment of new activities or substantial expansion of existing activities within NAWCWD.

(11) Participate in consultations with regulatory agencies and interested parties on matters germane to the NAWCWD mission.

(12) Participate in government-to-government consultations with Native American Tribes on matters germane to NAWCWD mission.

(13) Ensure drafts of Host Command plans, permits, and correspondence pertaining to NAWCWD operations are reviewed by appropriate staff in a timely manner, and comments are submitted and incorporated into the final product.

(14) Ensure NAWCWD operations are complying with documentation and reporting requirements of operating permits.

(15) Approve NAWCWD Categorical Exclusions. For activities on the installations, follow existing policies for coordination with the installations' staff.

(16) Maintain awareness of Environmental Assessments and Environmental Impact Statements (EISs) for NAWCWD activities via Site Leads.

b. China Lake and Point Mugu Site Lead positions:

(1) Provide guidance to ECs with Command direction and consistent with this instruction.

(2) Review EC actions as necessary to ensure compliance with applicable laws, regulations, policies, agreements, and if applicable, installation policies.

(3) Ensure project descriptions are complete and accurate and environmental reviews are completed for all continuing activities.

(4) Ensure all ECs are trained to perform environmental planning and compliance responsibilities.

(5) Work with NAWCWD EPM, Range, and NAWCWD leadership on development of NAWCWD environmental instructions, policies, and personnel training requirements.

(6) Work closely with the Host Commands and NAWCWD EPM to execute mission per Host Command Environmental Program policies, procedures, directives, instructions, notices, and guidance.

(7) Ensure environmental compliance requirements are identified.

(8) Ensure the development and implementation of site specific environmental training.

(9) Plan, program, and budget to ensure sufficient resources are available to enable NAWCWD to comply with policies, procedures, directives, instructions, notices, and guidance and applicable Federal, State, and local laws.

(10) Represent NAWCWD's interests on the Host Command's Environmental Management Councils.

(11) Coordinate review of actions requesting establishment of new activities, or substantial expansion of existing activities within NAWCWD.

(12) Participate in consultations with regulatory agencies and interested parties on matters germane to the NAWCWD mission.

(13) Participate in government-to-government consultations with Native American Tribes on matters germane to NAWCWD operations.

(14) Ensure drafts of Host Command plans, permits, and correspondence pertaining to NAWCWD operations are reviewed by appropriate staff in a timely manner, and comments are submitted and incorporated into the final product.

(15) Ensure NAWCWD operations comply with documentation and reporting requirements of operating permits.

(16) Leads or oversees Environmental Assessments and EISs for NAWCWD activities.

c. Environmental Coordinators shall:

(1) Ensure compliance with the process established by this instruction.

(2) Work with action proponents to clearly identify action requirements and conduct an environmental review of ongoing actions and proposed projects.

(3) Advise action proponents of any required environmental surveys or operating permits, and relevant timeline for obtaining, which may be required for the proposed action. Consult with installation environmental staff if additional input is needed or required by existing policy.

(4) Complete the NEPA documentation and process per applicable policies, including, if applicable, those of the Host Commands.

(5) Act as the primary Point of Contact between NAWCWD action proponents and the Host Command Environmental Office.

(6) Identify and communicate to action proponents any stipulations/mitigation requirements identified in an applicable and valid environmental document. Ensure action proponent and Site Lead are advised in a timely manner of any issues that may result in a delay or denial of proposed action. If issues cannot be resolved at the staff level, provide action proponent and Site Lead with a succinct summary of actions taken on proposed action when elevating for management assistance.

(7) Forward details of unplanned events immediately to the Site Lead, NAWCWD Environmental Program Managers, and Host Command per established policies and procedures.

(8) Participate, as required, in the Environmental Councils to represent NAWCWD's interests with the Host Command.

(9) Work with NAWCWD personnel to ensure any documentation required for environmental compliance is maintained and/or submitted as required.

(10) Provide the Host Command Environmental Office with information on NAWCWD operations to allow for timely completion of required regulatory permit reports and for maintenance of an "audit ready" compliance posture.

(11) Review the Host Command draft plans, policies, permits, correspondence for issues relevant to NAWCWD operations and provide comments in a professional and timely manner.

(12) Report non-compliance issues to the Site Leads and NAWCWD EPM.

(13) Work with the NAWCWD EPM to develop and implement environmental policies, and procedures, plans, directives, instructions, notices, and guidance.

(14) Provide status reports to the Site Lead and NAWCWD EPM for all completed actions.

(15) Provide supporting documentation to Site Lead and NAWCWD EPM for all documents requiring Command signature.

(16) Represent NAWCWD's interests on the Host Command's Environmental Management Councils.

(17) Ensure NAWCWD operations comply with documentation and reporting requirements of operating permits and other applicable requirements.

6. NAWCWD ET: Membership of the ET, (enclosure (1)), consists of personnel from competencies within NAWCWD. Those members have expertise in their identified fields and work together with the NAWCWD EPM to jointly implement the NAWCWD Command vision and maintain Command compliance. While their duties for the ET are in some cases collateral, they are an integral asset for NAWCWD.

a. ETs will be responsible to NAWCWD for environmental planning, policy, and mission execution in a manner that complies with the laws, regulations, instructions, orders, policies, and guidance of Federal, State, Department of Defense, DON, and installation entities.

b. The tasking for environmental ET is tactical in nature within NAWCWD and will focus on environmentally-compliant mission execution.

c. Environmental ET members are responsible for the execution of the team's tasking and communication within the ET while retaining reporting responsibilities to their assigned competency.

d. Members may be called upon to assist with issues outside of their competency in support of NAWCWD Command with coordination within their competency.

7. Directive Responsibility. The Naval Air Warfare Center Weapons Division Environmental Program Manager, Code 500000D, is responsible for keeping this instruction current.

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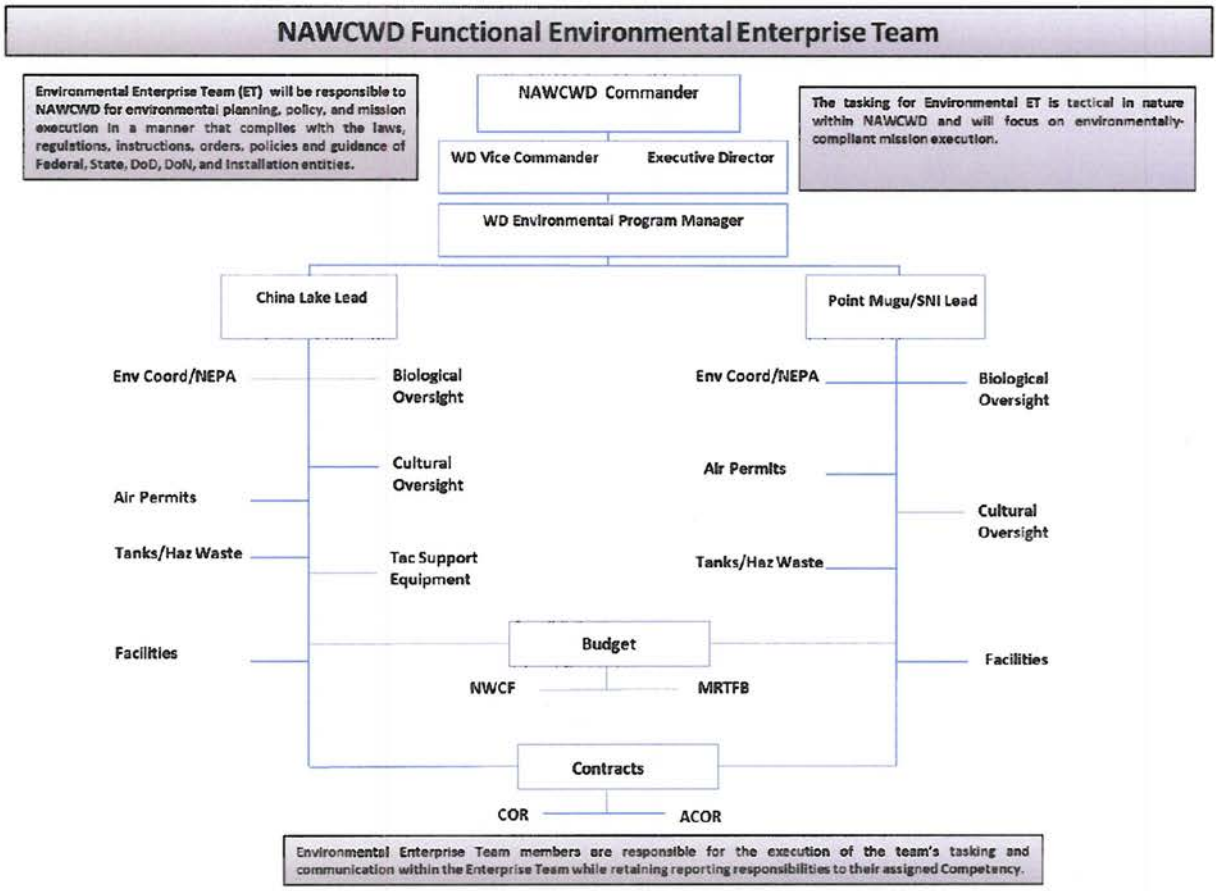
NAWCWD Functional Environmental Enterprise Team
Environmental Enterprise Team (ET) will be responsible to NAWCWD for environmental planning, policy, and mission execution in a manner that complies with the laws, regulations, instructions, orders, policies and guidance of Federal, State, DoD, DoN, and Installation entities.
NAWCWD Commander
WD Vice Commander
Executive Director
The tasking for Environmental ET is tactical in nature within NAWCWD and will focus on environmentally-compliant mission execution.
WD Environmental Program Manager
China Lake Lead
Point Mugu/SNI Lead
Env Coord/NEPA
Biological Oversight
Cultural Oversight
Air Permits
Tanks/Haz Waste
Tac Support Equipment
Facilities
Budget
NWCF
MRTFB
Contracts
COR
ACOR
Environmental Enterprise Team members are responsible for the execution of the team's tasking and communication within the Enterprise Team while retaining reporting responsibilities to their assigned Competency.

DEFINITIONS

Enterprise Teams are formed to manage specific functions under the leadership of established Program Managers. Environmental Enterprise Team members are responsible for the execution of the Team's tasking and communication within the Enterprise Team while retaining reporting responsibilities to their assigned competency.

The tasking for Environmental ET is tactical in nature with the Naval Air Warfare Center Weapons Division (NAWCWD) and will focus on environmentally compliant mission execution.

NAWCWD Environmental Program Manager (EPM): This position is aligned with a direct report to the NAWCWD Command, reporting to the NAWCWD Admiral. The NAWCWD EPM role and responsibilities are outlined in this instruction.

Site Leads: These positions are assigned site specific within NAWCWD with one position being located at China Lake, and one at Point Mugu/San Nicholas Island. These also remain aligned and accountable to their assigned competencies with a reporting requirement to the NAWCWD EPM.

Environmental Coordinators: These positions are aligned and embedded within their competencies and work to meet all mission requirements as identified. They remain aligned and accountable to their assigned competencies.