



DEPARTMENT OF THE ARMY
US ARMY ENVIRONMENTAL CENTER
5179 HOADLEY ROAD
ABERDEEN PROVING GROUND, MD 21010-5401

**MEMORANDUM OF UNDERSTANDING
BETWEEN
US ARMY ENVIRONMENTAL CENTER
AND
NATIONAL GUARD BUREAU**

SUBJECT: Centralization Of The Environmental Restoration Program Management and Assignment of a US Army National Guard Bureau Liaison

1. Purpose: This Memorandum of Understanding (MOU) is entered into between the US Army Environmental Center (USAEC) and the National Guard Bureau (NGB). The purpose of the MOU is to:
 - a. Centralize the NGB program management of the Installation Restoration Program consistent with the Transformation Installation Management (TIM) centralization.
 - b. Establish clear roles and responsibilities for both USAEC and NGB for post transition implementation.
2. Issue: Centralized management of Installation Restoration Programs (IRP) by the USAEC for Army installations and by the NGB for Army National Guard (ARNG) installations unnecessarily duplicates management responsibilities. The USAEC can provide technical support and program management of both Army and ARNG Installation Restoration Programs. However, with centralized management by the USAEC, the NGB Headquarters staff requires ongoing coordination with and input from the USAEC and the ARNG installations to fulfill their statutory role as the channel of communication between the Army and the State ARNGs. The USAEC can fulfill the obligation to maintain required Federal entity oversight and overall funds management of the Environmental Restoration Army (ER,A) account projects while a NGB liaison can facilitate coordination with the NGB Headquarters and State ARNGs to ensure all Federal and State ARNG requirements are met.
3. Scope: This MOU is applicable to the USAEC and the NGB for centralization of the restoration program. The transition will occur at the start of 3QFY04.

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4. AGREEMENTS, SUPPORT AND RESPONSIBILITIES:

a. NGB:

(1) Upon transition of the IRP management responsibilities to the USAEC, the NGB will facilitate coordination of NGB and State ARNG participation in the management and execution of ARNG restoration sites.

(2) Provide guidance and information to the USAEC to ensure NGB and State ARNG requirements are known regarding restoration activities on ARNG installations.

(3) The NGB will provide a qualified restoration program liaison. The liaison must be a Federal government employee. The liaison role and responsibility is as follows:

(a) Communicate and coordinate restoration activities with the NGB, ARNG installations, and USAEC to ensure all three organizations needs are considered and the Army and NGB present a consistent position.

(b) The liaison will serve as the Contracting Officer's Representative (COR) for restoration contracts at NGB Federally owned State operated installations for Federal contracts executed by the USAEC. The liaison will serve as the NGB technical representative for State contracts executed through the State Master Cooperative Agreement where a State ARNG employee serves as the COR. The COR responsibilities include certification of performance and approval of payment to contractors.

(c) The liaison will work with the USAEC staff to coordinate, project design and development, technical and legal reviews, program management support, and needed oversight support to ensure effective management of the restoration activities.

(d) The liaison duties will include review and initial approval of Army Environmental Data Base-Restoration (AEDB-R) data, review and initial approval of funding requests, act as liaison between restoration contractors and ARNG installations, represent NGB in meetings and staff calls, complete and submit obligation plans for NGB restoration programs, and manage/complete taskers pertaining to the NGB restoration program.

(4) The liaison position will remain an Army NGB employee and will continue to be funded from the ER,A account. The liaison will provide status reports to NGB via a weekly submission of situation reports and key working issues. On a semi-annual

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basis, the liaison will provide an in-person status review to the NGB Environmental Programs Division Chief.

(5) The NGB will intermediate rate and senior rate the liaison position. The USAEC supervisor assigned will serve as the rater.

(6) The NGB will transfer responsibility for all ER,A account funded program management contracts.

b. USAEC:

(1) The USAEC will provide program management, technical services, contracting support as appropriate, and personnel to manage ARNG IRP activities funded by the ER,A account.

(2) The USAEC will coordinate with the NGB and State ARNG installations primarily through the NGB liaison to ensure all organization's needs are considered and the Army and NGB present a consistent position.

(3) The USAEC will ensure primarily through the NGB liaison, NGB and State ARNG leadership approval for all ER,A funded actions that occur on ARNG State operated installations.

(4) The USAEC is responsible for providing on-site Federal entity oversight of IRP work accomplished at State ARNG installations using ER,A funds. A State ARNG organization cannot fulfill the Federal entity oversight requirement.

(5) The USAEC will determine the required training to ensure the liaison will be able to perform their designated duties. Training requests for project specific training will be prepared/processed by USAEC. The USAEC will fund all job related training. Non-project related training (long term training) requests would be evaluated by the NGB and funded consistent with local training policies and funding availability.

(6) The USAEC will assign/schedule work, supervise, and provide administrative support to the assigned liaison on daily basis. The USAEC will provide Installation Remedial Project Managers (Federal entity) as necessary to perform input data/update of AEDB-R, preparation of funding requests, scheduling and coordination of IRP activities with NGB installations, assisting NGB installations on coordination with regulatory agencies and the public, updating Installation Action Plans, tracking progress and preparing status reports, assisting in development of scopes of work, overseeing

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contractors performing work at the installations, and updating/maintaining Administrative Records for the NGB installations.

(7) The USAEC will designate a supervisor for the liaison and that supervisor will serve as the rater and point of contact for any personnel action (e.g., award, Request for Personnel Action, etc.) that pertains to the assigned NGB liaison employee. The USAEC supervisor will be responsible for providing input for TAPES objectives, ratings, and individual development plan.

(8) The USAEC will provide appropriate facilities, utilities, furniture, equipment, office supplies, and information necessary to accomplish assigned jobs.

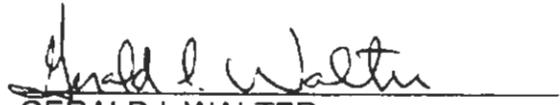
(9) The USAEC will input and certify the labor hours, process awards, and process and approve travel for one liaison position starting at the beginning of 3QFY04. The USAEC will process and approve mission-related training. The USAEC will provide fiscal resources for the liaison's labor, awards, travel, and training.

5. PERIOD AND TERMS: This MOU shall become effective as of the date of signature by both parties and shall continue in effect for a period of five (5) years, or until superseded or terminated by either or both parties upon 90 calendar days written notification.



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7 May 2004
(Date)



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12 May 2004
(Date)