



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT
600 ARMY PENTAGON
WASHINGTON DC 20310-0600



2 JAN 2001

SFIM-AEC-ERP (200)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Updated Army Implementing Guidance for Department of Defense and State Memorandum of Agreement/Cooperative Agreement (DSMOA/CA) Program

1. References:

a. Memorandum, HQUSACE, CEMP-RI, 16 Aug 99, subject: DOD Manual "Working Together to Achieve Cleanup: A Guide to the Cooperative Agreement Process," (~~encl 1~~).

b. Memorandum, USAEC, SFIM-ERP, 25 Mar 99, subject: Army Implementing Guidance for Department of Defense and State Memorandum of Agreement/Cooperative Agreement Program (~~encl 2~~).

2. The DOD Manual "Working Together to Achieve Cleanup: A Guide to the Cooperative Agreement Process" originally published 22 Aug 97 and referred to in ref 1a, was designed to be a "living document," subject to further improvement as experience and circumstances warranted. This Manual was revised and became final on 16 Aug 99.

3. Reference 1b memorandum provided the Army's Six-Step Process implementing guidance associated with ref 1a DOD Manual. Updates to this Army guidance have been made and can be found at encl 3. This updated guidance outlines the roles and responsibilities for states and Army organizations participating in the DSMOA/CA Program. Request your support in implementing the necessary steps to establish and maintain state support under the DSMOA/CA Program. Additional information, including reference 1a guidance, points of contact for both states and DOD, and a list of installations within each state that participates in the DSMOA/CA Program, can be found at <http://www.denix.osd.mil/DSMOA>.

4. By 15 Feb 01, all Installation Project Managers (IPMs) need to contact the State Project Manager (SPM) to initiate review and modify (if applicable) the Joint CA Execution Plan that was prepared in collaboration with the SPM in step 2 of the CA process. If the review reveals significant changes in the workload and/or schedule, the modified Joint CA Execution Plan must be initialed and forwarded through the appropriate channels (reference section: Post CA Award, Year two of the CA Process). The purpose of this review is to identify excess/insufficient funds and delays in project completion.

SFIM-AEC-ERP

SUBJECT: Updated Army Implementing Guidance for Department of Defense and State Memorandum of Agreement/Cooperative Agreement (DSMOA/CA) Program

5. The POC for this Center is Ms. Kimberly Watts, (410) 436-1523 (DSN 584)
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FOR THE ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT:

3 Encls
as

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Enclosure 1 and enclosure 2 are not attached.

U.S. ARMY ENVIRONMENTAL CENTER
ENVIRONMENTAL RESTORATION DIVISION

REVISED ARMY IMPLEMENTATION GUIDANCE FOR THE DEPARTMENT OF
DEFENSE (DOD) AND STATE MEMORANDUM OF AGREEMENT
(DSMOA)/COOPERATIVE AGREEMENT (CA) PROGRAM

The revised CA guide, "Working together to Achieve Cleanup: A Guide to the Cooperative Agreement Process," is a generic guide and applies to each Service within a state. However, because of the differences in how each Service works with the state, the Army has determined that more detailed guidance is necessary for the Army implementation of the CA process. Below are verbatim excerpts of the six-step process from the revised CA guide, followed by the Army's descriptive instructions on how to implement that step and the time frame in which it should occur.

STEP 1 (CA GUIDE): "The designated representative of the State, e.g., the State's project manager (SPM), notifies the installation's environmental restoration project manager (IPM) that the State is starting to prepare its next CA application."

ARMY IMPLEMENTATION: For active installations, the state Project Manager (SPM) will contact the installation RPM directly; for Base Realignment and Closure (BRAC) sites, the SPM will contact the BRAC Environmental Coordinator (BEC) or the Fast Track Cleanup point of contact, to indicate that the state is initiating development of the CA (the Fast Track Cleanup POC is appointed by the major Army command (MACOM) when a full-time BEC is not required). The installation POC should be contacted, by the state, no later than July of the year prior to the start of the two-year CA process.

If the installation POC has not been contacted by mid-July, the installation POC shall contact the SPM to determine status of the CA development.

Time Frame: Step 1 occurs in June/July of the year prior to the start of the CA, e.g., for CA-02 the SPM should contact the IPM by July 2001 to initiate the start of the CA. See enclosure 1 of enclosure.

STEP 2 (CA GUIDE): "For each installation, the SPM and the IPM, together, create a Joint CA Execution Plan covering Year 1 and Year 2 of the CA. This Joint CA Execution Plan is to be based on the installation's schedule of planned activities, coordinated with guidance from a higher Components command, to accomplish environmental restoration under DERP or BRAC during that period."

"Coincident with planning for Year 1 and Year 2, the SPM and IPM will discuss and agree on anticipated plans for Year 3 through Year 6. A generalized summary of activities anticipated for this period will also be agreed upon..."

ARMY IMPLEMENTATION:

a. The IPM (from step 1 above) will provide the SPM with a detailed schedule of restoration program activities, by site, that the installation will undertake during the two-year CA period. The IPM should also provide the SPM with expected activities for years three through six. Information provided to the state should be consistent with current project schedules reflected in the Defense Site Environmental Restoration Tracking System (DSERTS) and Installation Action Plan, and supported by costs identified in the Cost-to-Complete. A time line is provided at enclosure 1 of the enclosure to show when DSERTS and CTC occur in relation to the DSMOA six-step process.

b. The IPM and the SPM will together identify and agree upon the activities to be accomplished under the six-year CA period.

c. The end products of this step are jointly signed forms provided at enclosures 2 and 3 of the enclosure respectively, one for the detailed two-year CA, i.e., Two Year Joint CA Execution Plan and the other is for the narrative summary of years 3 through 6, i.e. Out Years Description of Work.

d. The IPM will forward a copy of the signed two-year Joint CA Execution Plan to their MACOM and USAEC ROM for review.

Step 2 is a critical step. It is the basis for the state's budget request; therefore, the Execution Plan should be as detailed and as accurate as possible. At a minimum, it should include, state support at planned meetings, # of site visits expected by the state, # of documents expected to be submitted to the state and the intensity of these documents along with expected document turnaround time that was agreed upon by both parties.

A letter was sent to the states, by HQUSACE, on 18 Aug 2000, which informs the parties involved that the expected document review time should not exceed 45 days from time of receipt. If document review is expected to take longer than 45 days, the IPM and the SPM, during step 2, must agree on a new time frame and include it in the execution plan.

Time Frame: Step 2 occurs in July of the year prior to the start of the CA (same as step 1). Any given CA runs for a two-year period starting with the states fiscal year and ending two years later (e.g. CA-00 begins on 1 July 2000 and ends on 30 June 2002; CA-02 begins on 1 July 2002 and ends on 30 June 2004). See enclosure 1 of enclosure.

STEP 3 (CA GUIDE): “The SPM submits the work plans from Step 2 to the state CA administrator. The CA administrator calculates the state’s costs for accomplishing support of environmental restoration at each installation under the terms of the DSMOA.”

ARMY IMPLEMENTATION: The Army POC must obtain back-up information (i.e. hours by discipline and administrative costs) for each installation justifying the Two-Year Joint CA Execution Plan when the budget request and signed execution plan are submitted, by the state, to the ARMY POC in step 4.

Time Frame: Step 3 occurs in September/October of the year prior to the start of the CA. See enclosure 1 of enclosure.

STEP 4 (CA GUIDE): “The State CA administrator provides a summary of the State’s estimated costs for each installation for Year 1, and Year 2, plus, in less detail, for Year 3, Year 4, Year 5, and Year 6 to the appropriate DoD Component’s representative...”

“The summary of costs for each installation should be accompanied by copies of the signed plans for each installation from step 2. The DoD component’s representatives will review the State’s costs in relation to the joint CA execution plan.”

ARMY IMPLEMENTATION:

a. The state shall send the signed Joint CA Execution Plan and the budget request (including hours by discipline) to the Army POC:

U.S. Army Environmental Center
ATTN: SFIM-AEC-ERP (Ms. Kimberly Watts)
5179 Hoadley Road
Aberdeen Proving Ground, MD 21010-5401

b. The Army POC will forward a copy of the state’s budget request to the USAEC ROM and MACOM. The MACOM will share this information with their IPM. Also, at this time, the USAEC POC will provide the Base Realignment and Closure Office (BRACO) a copy of both the signed Joint CA Execution Plan and the state’s budget request. All parties involved should review the costs in relation to the Joint CA Execution Plan for reasonableness, i.e., does the proposed number of hours seem appropriate for the level of effort expected by the state, does travel, contractor support, and equipment cost appear appropriate? Once the review is complete, the installations will provide results of their review to their MACOM. In order to verify MACOM and USAEC ROM approval, the MACOM will list the installations/budgets reviewed along with their concurrence/non-concurrence with comments on the MACOM Concurrence Signature Sheet provided at enclosure 4 of enclosure and forward it to the USAEC ROM. Both

the USAEC ROM and the MACOM will sign and date this sheet. The USAEC ROM will give a copy of this sheet to the ARMY POC. The ARMY POC will coordinate all responses with BRACO and determine if there are any additional HQ issues. If there are adjustments to the state's budget estimate, by any party involved, justification must accompany the change. The ARMY POC will notify the state and HQUSACE DSMOA office of concurrence or issues. If there are issues to resolve, the USAEC, BRACO (if applicable), MACOM, and the installation will work through HQUSACE to reach an agreement with the state.

c. Once there is concurrence on the Joint CA Execution Plan and the proposed state budget, the ARMY POC will notify Headquarters Department of the Army, Office of the Director of Environmental Programs (HQDA ODEP) and the HQDA, BRAC Office.

Time Frame: Step 4 occurs in October/November, i.e., 8 to 9 months prior to the start of the CA. See enclosure 1 of enclosure.

STEP 5 (CA GUIDE): "The State prepares its CA application by filling out the forms listed in Appendix B (of the revised CA guide), and then submits them as a package to HQUSACE for processing.

"HQUSACE obtains final concurrence for the CA from the DoD Components.

ARMY IMPLEMENTATION: The USAEC and the BRACO provide USACE final concurrence.

Time Frame: Step 5 occurs in January of the year the CA starts. See enclosure 1 of enclosure.

STEP 6 (CA GUIDE): "The DoD Components provide funding for Year 1 of the CA to HQUSACE. Funding should be provided in February, prior to the beginning of Year 1. Upon receipt of funding, HQUSACE prepares a letter of approving the CA application from each State, and obligating funds for reimbursement of the State DSMOA-eligible activities. This letter formally completes the CA between the State and DoD."

ARMY IMPLEMENTATION:

Army (USAEC via program management funds for active sites and BRACO for BRAC sites) provides its share of the first year funding to HQUSACE by 1 February.

Time Frame: Step 6 occurs in February of the year the CA starts. See enclosure 1 of enclosure.

Post CA Award

YEAR 2 OF THE CA PROCESS

ARMY IMPLEMENTATION:

States review their funding requirements annually, between February 1 and April 15 of Year 1 and Year 2. The purpose of the review is to identify excess/insufficient funds and delays in project completion. The SPM will contact the IPM to determine if there are schedule changes. If there are significant schedule changes, the Two-Year Joint CA Execution Plan must be updated to reflect them. The IPM will forward a copy of the signed up-dated Two-Year Joint CA Execution Plan to their MACOM and USAEC ROM for review. The state will determine if the obligated funds, as shown in the current CA funding letter from HQUSACE, are sufficient. States will report any estimated adjustments to the HQUSACE by May 1. The state must provide a reason for the adjustment and an indication of coordination with the IPM. If additional funds are needed due to a change/increase in workload, the state will forward a copy of the revised Two-Year Joint CA Execution Plan and the revised budget to the ARMY POC. In order to gain concurrence from all parties involved, step 4 (above) of the CA process will begin, at this time, for year 2.

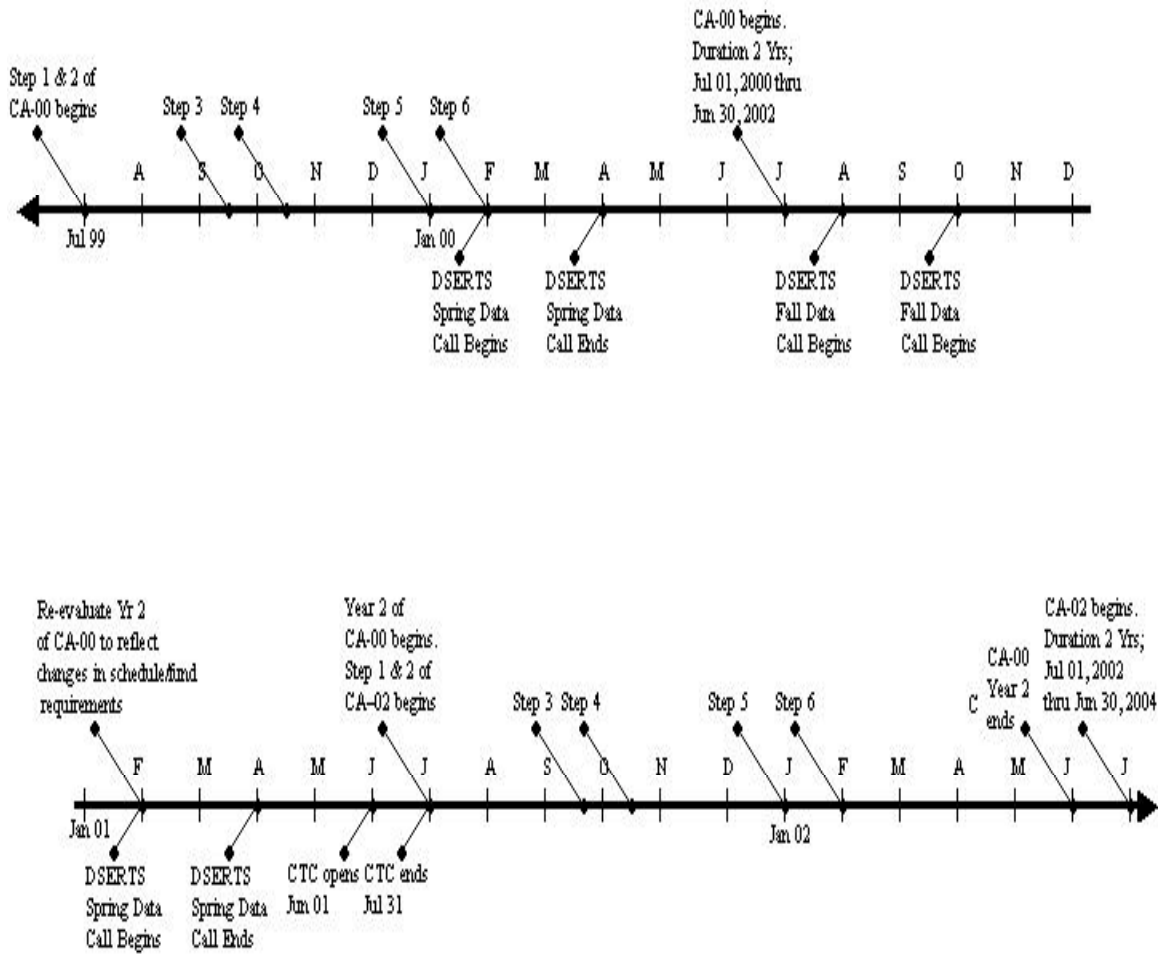
Performance Reports: States must submit performance reports on a quarterly or semi-annual basis to HQUSACE. The report is intended to provide the Army with information on the state's services in support of the environmental restoration program at each installation. The reports are due to HQUSACE 30 days after the reporting period, e.g., 30 October, 30 January, 30April and 30July for the quarterly reports and 30 January and 30 July for the semi-annual reports. Performance reports are posted the DENIX Home Page:
<http://www.denix.osd.mil/DSMOA>

All parties involved in the DSMOA/CA process including the IPM, MACOMS, USAEC ROMs, ARMY POC and the BRACO should review the performance reports periodically. These reports will help determine if the state is on track or if there are any issues, according to the state, that need to be resolved.

The ARMY POC may be contacted, at any time, if issues or concerns pertaining to the CA develop. The ARMY POC will work through HQUSACE in order get the issue resolved.

Enclosure 1 of enclosure 3

DSMOA Six-Step Process Time Line



Enclosure 2 of enclosure 3

TWO-YEAR JOINT CA EXECUTION PLAN*

Service _____
Name of Installation _____
Project, or Operable Unit _____
State _____

Funding Source

DERP _____
BRAC 1 _____
BRAC 2 _____
BRAC 3 _____
BRAC 4 _____

CA Period 1 JUL 00 – 30 JUN 02

YEAR 1 – FROM 1 JUL 00 TO 30 JUN 01
WORK DESCRIPTION:
DELIVERABLES:
MEETINGS: (optional)
ADDITIONAL STATE ACTIVITIES:

YEAR 2 – FROM 1 JUL 01 TO 30 JUN 02
WORK DESCRIPTION:
DELIVERABLES:
MEETINGS: (optional)
ADDITIONAL STATE ACTIVITIES: Information to be supplied by the state.

State Project Manager _____
E-mail/Phone No. _____ Date: _____

DoD Project Manager _____
E-mail/Phone No. _____ Date _____

* For all pen and ink changes, the IPM and SPM should date/initial or rewrite.
Also, use during Annual Funding Review

Enclosure 3 of enclosure 3

Out-Years Description of Work for Years 3-6
Name of Installation

Overview: A summary of the environmental restoration activities expected to occur at the installation during YEAR 3 through YEAR 6.

Goals: A summary of the goals to be achieved through the expected environmental restoration program at the installation.

Public Health and The Environment: Expected results of the environmental restoration over the period of YEAR 3 – YEAR 6.

Summary Status of Cleanup Activity: The expected status of cleanup by the end of the YEAR 3-6 period. Will cleanup be 100% completed? Will property be transferred?

State Project Manager _____ Date _____
DOD Project Manager _____ Date _____

Date of Plan or Update _____

Enclosure 4 of enclosure 3

MACOM CONCURRENCE SIGNATURE SHEET

Installations Reviewed

Date Reviewed

Issues/Concerns

Signature of MACOM _____

Signature of USAEC ROM

Enclosure 5 of enclosure 3

