



**UNITED STATES MARINE CORPS**  
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION  
MARINE CORPS BASE QUANTICO  
3250 CATLIN AVENUE  
QUANTICO VIRGINIA 22134 5001

MCINCR-MCBQO 5090.1C  
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**APR 09 2021**

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS  
BASE QUANTICO ORDER 5090.1C

From: Commander, Marine Corps Installations National Capital Region-Marine Corps Base  
Quantico

To: Distribution List

Subj: ENVIRONMENTAL IMPACT REVIEW BOARD

Ref: (a) MCO 5090.2

Encl: (1) National Environmental Policy Act-Process Automation Management Support  
Request for Environmental Impact Review website image  
(2) Organizational Representation

1. Situation. To publish policy consistent with the National Environmental Policy Act (NEPA) and to establish the organization and responsibilities of the Environmental Impact Review Board (EIRB).

2. Cancellation. MCBO 5090.1B Ch 1.

3. Summary of Revision. This revision contains several significant changes and revisions relating to updates to the reference, changes in the local NEPA review process, and changes in local and regional command organization.

4. Policy. It is the policy of the Commander, Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) to manage and preserve the natural/cultural resources and quality of the human environment consistent with national policy and our military mission, in order to:

a. Attain the widest range of beneficial uses of the environment without degradation, risk to health or safety, or other consequences that are undesirable or unintended.

b. Preserve important historic, cultural, and natural aspects of our national heritage and maintain, wherever possible, an environment that supports diversity and a variety of individual choices.

c. Enhance the quality and conservation of renewable resources and work toward the maximum attainable recycling of recyclable resources.

d. Achieve a balance between resource use and development within the sustained carrying capacity of the ecosystem involved.

e. Provide the opportunity for public comment and involvement.

## 5. Information

a. The EIRB will advise and assist the Commander, MCINCR-MCBQ and the Commanding General (CG) Marine Corps Installations Command (MCICOM) in implementing the reference with respect to conserving and managing natural/cultural resources, protecting the quality of the human environment, and the processing of NEPA review documentation for proposed command actions.

b. Completing the NEPA process is required prior to the awarding of contracts and implementing a proposed action.

c. Completing the NEPA process is strongly recommended prior to the solicitation of projects to prospective contractors, to ensure they understand all potential risks and costs.

d. National Environmental Policy Act–Process Automated Management System (NEPA-PAMS) is an enterprise-wide decision support system designed to facilitate the Marine Corps NEPA review process. NEPA-PAMS is hosted by Marine Corps Enterprise Information Technology Services and managed by Headquarters Marine Corps (LF)/MCICOM Conservation and Planning (GF-7) and Facilities Systems (GF-8). Use of legacy systems (e.g., paper request for Environmental Impact Analysis/Review forms) will be discontinued.

## 6. Organization

a. Representation. The EIRB will include a chairperson, eight members who have voting authority and 12 advisors, assigned per enclosure (2). Member representation is based on command responsibilities that can affect natural/cultural resources or the environment aboard this Base. Advisor representation is based on knowledge that will assist in the decision-making process of the EIRB.

(1) The EIRB shall include individuals with appropriate expertise to ensure that the document meets the requirements of the reference, is consistent with the command's operational and master planning goals, and meets the policies and goals of the command in the military and civilian communities.

(2) Members of the EIRB should include the Counsel or Staff Judge Advocate; the Heads of Facilities, Environment, and Operations/Training; the Comptroller; Public Affairs; Community Plans and Liaison Office; and any others as determined by the Commander MCINCR-MCBQ.

b. Meetings. The chairperson will convene meetings of the EIRB annually. Additional meetings will be called as often as deemed necessary to process environmental documentation in a timely manner. Electronic review of NEPA documents by the EIRB will be considered sufficient for meeting the review requirements. Except for special instances as determined by the chairperson, advance copies of Environmental Assessments (EA) or other documents related to the agenda will be circulated electronically, or be made available on the base website, to members and applicable advisors prior to board meetings.

## 7. Environmental Impact Review Board Responsibilities

a. Ensure that documents prepared for NEPA review fully comply with all legal and procedural requirements through a review for technical sufficiency, including but not limited to:

- (1) Complete analysis of alternatives and their associated impacts.
- (2) Appropriateness of alternatives analyzed.
- (3) Consistency with installation mission.

b. Ensure that all NEPA review documents have undergone appropriate staff review.

c. Assist the action sponsor in determining whether the proposed action requires the preparation of an EA, or Environmental Impact Statement (EIS).

d. Review the completed NEPA documents and make recommendations to the appropriate command (MCINCR-MCBQ/MCICOM) for signature of a Decision Memorandum (DM) or a Finding of No Significant Impact (FONSI). The EIRB will recommend drafting the proposed FONSI, and forward both the EA and FONSI to the Commander MCINCR-MCBQ for signature. The EIRB may recommend no action or the preparation of a Notice of Intent (NOI) for an EIS.

e. If the EA meets one of the requirements discussed in paragraph 030204.E of the reference, the EIRB will forward, for the Commander MCINCR-MCBQ, the EA and proposed FONSI to the next level of EIRB [Regional EIRB or Headquarters EIRB (HQEIRB)] for review and concurrence for approval. A mitigation matrix or table shall be included in the briefing package. For each FONSI with mitigation requirements, the Mitigation Implementation Plan shall be included in the EIRB briefing package.

f. The draft NOI, Draft EIS (DEIS), Final EIS (FEIS), and Record of Decision (ROD) shall be forwarded to the Commander MCINCR-MCBQ for review and approval. A letter from the Commander MCINCR-MCBQ stating the results of the EIRB and certifying that the document(s) have been found legally sufficient by the Installation/Command legal counsel shall be included with the documentation provided to the Regional EIRB or HQEIRB. Forward documents to the next level of EIRB (Regional EIRB or HQEIRB) for review and concurrence for approval. Include a mitigation matrix or table in the briefing package. For each ROD with mitigation requirements, include the Mitigation Implementation Plan in the EIRB briefing package.

g. Retain on file, for not less than 10 years, copies of all DMs, completed EAs and EISs, published FONSI, RODs, and minutes taken during EIRB meetings.

8. Action

a. Chairperson, Environmental Impact Review Board

(1) Ensures integration of the philosophies, principles, and policies of the reference;

(2) Encourages, where appropriate, participation by representatives of Federal, state, county, officially chartered organizations and interested citizens in environmental evaluations of projects and programs;

(3) Evaluates environmental impacts at the initial planning stage and at each procedural step or decision milestone in the development of projects or programs; and

(4) Monitors and evaluates public use of command lands and resources and makes appropriate recommendations when deemed necessary.

b. Action Sponsors

(1) Provide funds for preparation of NEPA documents and all related ancillary studies, mitigation, and monitoring costs. NEPA funding is not centrally managed; funds shall come from action sponsors or from installation operation and maintenance budgets. Action sponsors shall program funds for NEPA compliance. If the action will be funded through military construction (MILCON), funds for mitigation measures should be identified as part of the MILCON funding request. For non-MILCON projects, funds for mitigation shall be programmed as part of the project funding request;

(2) Coordinate with the MCINCR-MCBQ Natural Resources and Environmental Affairs (NREA) Branch at the earliest possible opportunity to determine the level of NEPA documentation required. The NREA staff will consult with Counsel and/or the EIRB when the level of NEPA documentation may be subject to legal or other qualifying interpretations;

(3) For each facility project (including, but not limited to, new construction or installation, land disturbance, or exterior facility modifications) or major event under consideration that requires site approval, the action sponsor shall contact the Public Works Branch (PWB) Planning Section, G-F. PWB staff shall then submit the request via the NEPA-PAMS system to the NREA planning staff at MCINCR-MCBQ for all proposed actions that have potential to impact the human environment. MCINCR-MCBQ shall maintain a current REIR in the Marine Corps NEPA-PAMS decision support system. The REIR should contain enough information to support the use of a Categorical Exclusion (CATEX), if applicable.

(4) For actions or major events that do not require site approval, the form may be submitted directly to the NREA Branch via the NEPA-PAMS system. The NREA Branch will

analyze the information to determine the level of NEPA review required. The NREA Branch will consult with appropriate advisors when the level of NEPA documentation may be subject to legal or other qualifying interpretations;

(5) Acknowledge and agree to all required mitigation or conditions to be met before, during, and following completion of the proposed action by acknowledging the DM in the NEPA-PAMS system. For each FONSI or ROD with mitigation requirements, prepare a concise Mitigation Implementation Plan that identifies the process and organizations responsible for ensuring mitigation is implemented and that established success criteria are met. Ensure that required conditions are incorporated into contracting language so that the individuals implementing the action are aware of and comply with the conditions. The action sponsor should maintain the original documentation;

(6) Attend EIRB meetings when projects are being reviewed, or send a representative; be prepared to discuss viable alternatives and the rationale for the preferred alternative of an EA; and

(7) Ensure that all mitigation measures identified in the FONSI or ROD are implemented in a timely fashion, working with the NREA Branch staff to monitor the effectiveness of mitigation measures, and adaptively manage mitigation if monitoring shows measures to be ineffective. If funding is not available for mitigation specified in a FONSI or ROD, the action may not go forward until:

(a) funding is provided and mitigation is implemented

(b) the project design can be modified to minimize or avoid the anticipated impact, or

(c) an EIS is prepared to document that a significant impact will occur due to lack of funding for mitigation.

c. Head, Natural Resources and Environmental Affairs Branch, G-F. Assist the chairperson in the administration of the EIRB as follows:

(1) Assist the action sponsor to in the preparation of NEPA-PAMS REIR submittals, scoping sessions, consultations, and surveys as required by environmental laws and regulations per the reference.

(2) Provide specific Installation/Command guidance related to the reference.

(3) Emphasize avoidance and minimization of potential environmental impacts in early planning and development for the proposed action.

(4) Review and/or prepare NEPA documents and provide technical assistance.

(5) Ensure installation natural resource program managers serve as the primary point of

contact for all formal or informal consultation with the appropriate regulatory agencies when actions may impact natural resources (e.g., threatened or endangered species, cultural resources, critical habitat, wetlands) on Marine Corps lands.

(6) Ensure that the Cultural Resource Program Manager serves as the primary point of contact for all consultations with the Advisory Council on Historic Preservation, State Historic Preservation Offices, Tribal Historic Preservation Officers, and Native American tribes when actions may impact archaeological, cultural, and historic resources on Marine Corps lands.

(7) Investigate and fully describe any environmental impacts, including any potentially significant impacts, which could result from a proposed action or alternative.

(8) Identify potential mitigation measures that could be integrated into proposed projects to minimize potential environmental impacts.

(9) Monitor and track mitigation implementation in accordance with the reference and the project Mitigation Implementation Plan, and adjust as necessary to ensure success. Should there be a substantial failure of the mitigation, in either implementation or effectiveness, work with the action proponent/sponsor and appropriate regulatory authority (if any) to implement appropriate remedies.

(10) Refer controversial application of CATEXs and disposition disputes to the EIRB for consideration and resolution.

(11) Complete, compile, and distribute NEPA review documentation for presentation at EIRB meetings. Ensure records, minutes, files, and other pertinent documents of the EIRB are properly maintained.

(12) Provide a recording secretary at EIRB meetings. Submit copies of minutes to the Commander MCINCR-MCBQ and/or CG MCICOM, as appropriate. Ensure members and affected action sponsors receive copies of the minutes.

(13) Prepare post-meeting documentation (e.g. FONSI, draft ROD) as appropriate.

d. Members and Advisors. Provide assistance to the chairperson and the board as appropriate, to include, but not necessarily limited to, the following:

(1) Attend meetings upon call of the chairperson.

(2) Develop conservation programs, procedures, and policies to improve the overall environmental effort for the protection and enhancement of natural resources.

(3) Evaluate NEPA review documentation on proposed actions and recommend disposition.

9. Attendance. Board members, advisors, and action sponsors should attend or send a representative to EIRB meetings.



W. C. BENTLEY III

DISTRIBUTION STATEMENT: A

REIR

https://nepapams.usmc.mil/REIRPage.aspx?tp=40

NEPA Process Automation & Management Support Module | Home | My Projects | Search Projects | Search Documents | Search REIRs | Search Compliance | Upload Compliance | Logout

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REIR

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Map Viewer

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Comments

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### REQUEST FOR ENVIRONMENTAL IMPACT REVIEW

#### SECTION I - PROPONENT INFORMATION

For actions subject to NEPA per MCO P5090.2

Project Title \*

Short Plain English Description of Action \*

Max length is 300 characters. Include keywords for searching. Do not include purpose, justification, or scope in this box. Use Description Information boxes below for detailed purpose and scope.

Project ID \*

Enter your project identifier

Start By Date \*

End By Date \*

Activity Sponsor (Unit/Command) \*

Activity Sponsor POC \*

Phone/Fax \*

Base Location

Special Project/M2R2

Other

Create a new REIR

Edit the information in the form at the left to create a new REIR, and then click Save to save your changes. The items in YELLOW and marked with an asterisk are required to save the record and must be filled in.

However, you do not need to complete the entire REIR at this time; the draft REIR will be saved and you may return to it at a later date to finish it. Your draft REIR will be listed on the home page when you return to this website.

After you have saved the REIR the first time, you may then attach other documents/files to it. You may continue this editing until you are ready to submit the REIR to NEPA for review.

Save Cancel

Items marked with \* required to save record

Show/hide timestamp

Submit form to NEPA

REIR Process Date: 7-Jan-21  
Created By: [REDACTED]  
Created Date: 7-Jan-21

For Office Use Only Edit

REIR Locked:

Status: Draft not yet submitted to NEF

OK to Comment:

Enclosure (1)



ORGANIZATIONAL REPRESENTATION

1. Chairperson. The AC/S GF will serve as the Chairperson, Environmental Impact Review Board.

2. Members

- a. Representative, CO TBS
- b. Representative, CO OCS
- c. Representative, CO WTBn
- d. Representative, CO SecBn
- e. Representative, CO H&SBn
- f. AC/S G-3
- g. Director, Safety Division
- h. Director, Marine Corps Community Services Division

3. Advisors

- a. Counsel, MCI-NCR/MCBQ
- b. Representative, CG Marine Corps Systems Command
- c. Representative, CO MCAF
- d. Representative, Staff Judge Advocate
- e. Representative, AC/S G-4
- f. AC/S G-6
- g. Public Affairs Officer
- h. Head, Public Works Branch, GF
- i. Head, Natural Resources and Environmental Affairs Branch, GF
- j. Community Planning and Liaison Officer, GF
- k. Environmental Compliance Coordinator
- l. Action Sponsor Representative/s