



DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
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WASHINGTON NAVY YARD DC 20374-5065

5090
Ser 11018/EV3-RS
14 November 2011

From: Commander, Naval Facilities Engineering Command

Subj: TOOLKIT FOR PREPARING COMPREHENSIVE ENVIRONMENTAL RESPONSE,
COMPENSATION, AND LIABILITY ACT (CERCLA) RECORDS OF DECISION

Ref: (a) *Department of the Navy's (DON) Preamble: Toolkit for Preparing Records of
Decision*, DON, October 2011

(b) *Toolkit for Preparing CERCLA Records of Decision*, USEPA, OSWER 9355.6-10,
September 2011

1. This letter provides direction for the preparation of Navy decision documents. The Navy, working collaboratively with United States Environmental Protection Agency (EPA), developed a Toolkit for Preparing CERCLA Records of Decision. Remedial Project Managers (RPMs) shall use this toolkit and the Navy Preamble as resources for improving the public transparency and understanding of all decision documents.

2. References (a) and (b) compliment standard guidance to comply with the *Department of Navy, Streamlined Record of Decision Strategy*, dated August 2007. References (a) and (b) can be found at <https://portal.navfac.navy.mil/portal/page/portal/ev/restoration/tab3958125>.

Reference (b) is also available on EPA's website at http://www.epa.gov/fedfac/documents/ici_accomp.htm#action9.

3. The Headquarters point of contact for this guidance is Mr. Rob Sadorra, who can be reached at robert.sadorra@navy.mil or (202) 685-9306. Technical questions can also be directed to the Ms. Donna Caldwell at donna.caldwell@navy.mil or (757) 322-4816.

A handwritten signature in black ink that reads "B. P. Harrison". The signature is fluid and cursive, with a long horizontal line extending from the end.

B. P. HARRISON, P.E.
By direction



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IN REPLY REFER TO:

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