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NCBC GULFPORT
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TIER I PARTNERING TEAM MEETING MINUTES 9 AND 10 JULY 2013 NCBC GULFPORT
MS
7/10/2013
TETRA TECH

**NCBC GULFPORT TIER I PARTNERING TEAM MEETING MINUTES
GULFPORT, MISSISSIPPI
JULY 9-10, 2013**

MEETING ATTENDEES

Team Members:

Helen Lockard	Acting Navy RPM
Gordon Crane	NCBC Gulfport, IRP Manager
Bob Merrill	MDEQ
Greg Roof	Tetra Tech, Project Manager

Adjunct Members/Guests:

Libby Claggett	Tetra Tech, Scribe
Robert Fisher	NAVFAC SE, Tier II Link
Derrick Rogers	Aerostar (Day 2)
Lisa Noble	NCBC Gulfport
Bill Olson	Tetra Tech, Project Scientist
Jon Overholtzer	CH2M Hill, Project Manager (Day 2 via telephone)
Nancy Rouse	The Management Edge, Facilitator

Absent:

None

1. Meeting Opening

The meeting began at 9:20 a.m. CT. The Team checked in and shared events since the last meeting. The ground rules were read. The meeting leader will be Gordon Crane, and the timekeeper will be Bob Merrill.

2. Approval of Minutes

Team members reviewed and approved the April 2013 minutes.

Consensus Item: The April 2013 meeting minutes were approved as final.

A-0113-17	Gordon Crane	Ongoing	1/31/2013	Gordon is to send a Scope of Work for surveying to Greg. Update 04-2013: Greg is to check to see if he received it. Update 07-2013: Stephanie Lindley will get with Bill Olson on Thursday to work on the survey points.
A-0413-11	Nancy Rouse	Done	By the next meeting	Nancy is to confirm the Meridian July 2013 meeting dates.

3. Previous Plus/Delta and Parking Lot

Team members reviewed and updated the parking lot and reviewed the April 2013 plus/deltas.

Plus/Delta	
+	Δ
Plenty of space in meeting room	Did not start or end meeting on time
Equipment in meeting room	
Team accomplished their goals	
Good clarification on paths forward	
Establishing goals for next meeting	
Team building and socializing	
Successful RAB meeting format	

4. Agenda Review

Team members reviewed the agenda and modifications were made accordingly.

5. Site 1 Proposed Remedial Action

Dieldrin in the surface soil is the major issue of the site. Tetra Tech proposes to excavate the dieldrin-contaminated soil and backfill to 2 feet of clean fill. The depth-to-waste is beyond 2 feet over the rest of the site.

It is not uncommon for the center portion of Site 1 to be under water during significant rain events. Culverts that run under the road are mostly blocked. Tetra Tech also proposes to have the culverts properly cleaned in order to have the design flow conditions reestablished and have water flow off the site to the west.

Action Item: Bill Olson is to document which culverts need to be replaced at Site 1.

There are no major groundwater contamination issues at Site 1. A groundwater monitoring program should be established. Groundwater should be monitored at least until the next five-year review, with an option to collect one round of sampling before subsequent Five Year Reviews.

6. Site 2 RI Comments

Bob Merrill has performed a cursory review of the Site 2 RI. So far, only minor modifications (typos) have been noted. Bob M. asked what philosophy was being used regarding background (Base background versus Site background) (specifically, chromium). Bill stated the chromium was speciated. Per Greg, there are no Basewide background values. Arsenic in soil is the only contaminant that has a regional background value.

Action Item: Greg is to review the Site 2 RI for elimination of COCs based on background and verify that the hexavalent chromium sampling data is presented.

7. Site 2 FS Overview

The RAA is in the process of being approved. The FS is almost complete. The buried waste extends into the pond. The FS will propose to dewater and fill in the pond with 2 feet of cover. Where depth-to-waste is less than 2 feet, fill will be brought in to cover the area and bring the site to the same elevation. PAH-contamination is present in surface soil. Tetra Tech proposes moving the contaminated soil into the pond and adding fill as necessary to provide 2 feet of clean cover. Additional soil samples will be collected to further define the contaminated area.

Questions arose regarding filling in the pond and drainage. Bill stated there are no culverts bringing water to the pond. The water in the pond is probably representative of groundwater. Currently, groundwater and surface water from rain events go into the pond. There are no significant contaminants in groundwater other than metals (iron and arsenic).

Iron exceeds MCLs at many sites on the Base. It was suggested that a background value be established for iron. Aluminum, arsenic, cobalt, and manganese are other contaminants that exceed at multiple sites. Bob F. stated that if a background study is conducted, will need to know why, measurement points, exit points, etc.

There is arsenic in sediments at Site 2. Greg asked if the soil number can be used to compare, and Bob M. agreed it could.

8. Installation Update

The new Base Commanding Officer (Captain Odenthal) officially took over on June 27, 2013.

Action Item: Bob F. (along with Gordon and Lisa) is to arrange a presentation for the Base CO regarding the status of the IR program.

MWR is renovating the sleeping rooms at the Navy Lodge.

The exclusion fence around Sites 8A, 8B, and 8C has been completed.

On July 21, the first site visit will be conducted at Building 398 (gas station) for the tank pull project. Fuel links leaked from aboveground storage tanks. The underground storage tanks have clean closure. After the tanks are removed, sampling will need to be conducted. Lisa is concerned there will not be enough soil to fill the voids of the underground tanks. Helene commented that the IR Program cannot demolish islands, buildings, etc.

9. RPM Update

A-0413-07	Charles Cook/ Bob F.	Ongoing	8/30/2013	Charles is to modify the BOA contract for Sites 4 and 6. Update 07-2013: Per Bob F., the contract is in place, and he will check the status.
A-0413-09	Charles Cook/ Bob F.	Ongoing	10/11/2013	The Navy is to prepare a Site Investigation Report for Site 11 using the existing report. Update 07-2013: The Navy will prepare a path forward for Site 11.

Bob Fisher has been appointed as the acting RPM for Gulfport and will be the primary point of contact. Helen Lockard will be available as a backup point of contact.

10. Tier II Update

There has not been a Tier II meeting since the last Gulfport meeting. Gordon will not be at the next Tier II meeting; however, Lisa and Bob F. will be.

11. NIRIS II Demonstration

A-0113-02	Bob Fisher	Done	1/23/2013	Bob Fisher is to send information to Team members on the government software to shorten URL link information. Update 04-2013: The short link has not been created yet, but the web page is live. Update 07-02013: The (short) URL to Gulfport is http://go.usa.gov/T9vQ .
A-0413-01	Bob Fisher	Done	4/22/2013	Bob F. will check with Sue to see if pictures of attendees with the faces blurred can be put on the public website. Update 07-2013: Faces are okay since it is a public meeting.
A-0413-02	Nancy Rouse	Done	4/22/2013	Nancy is to send a summary of the Agent Orange presentation to Team members for review for Community Outreach page.
A-0413-10	Nancy Rouse	Done	4/22/2013	Nancy is to send the RAB meeting materials to Team members for review before posting on the public web site.

Action Item: Helen is to check with Sue Brinks regarding the coordination of RAB meeting reviews.

Bob F. provided a demonstration of NIRIS 2.0.

12. Site 7 Sampling Results

A-0113-03	Gordon Crane	Done	2/15/2013	Gordon is to identify the training needs of the Seabees and the specific use of Sites 1, 2, and 7. Update 04-2013: At this point, it is all still surface work. Update 07-2013: The Seabees do not need Site 1, are restricted from Site 7, but are still setting up tents at Site 2 in a clean area.
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Forty-eight soil samples (0- to 2-foot interval) were collected at Site 7 and analyzed for dioxin. Five soil samples collected at Site 2 (adjacent to Site 7) were also evaluated. Four surface water/sediment samples were collected from adjacent ditches. Site 7 has been delineated to residential for dioxins with the exception of 1 sample location that also had a TCDD detection. Sample location 07DB48 has contamination at the 4- to 5-foot interval.

Findings: Some areas have less than 2 feet of clean fill over buried waste. Dioxin is present in Site 7 surface soil at elevated concentrations. The release mechanism for Site 7 does not appear to have impact on Site 2. Groundwater impact due to dioxin in soil appears to be minimal.

The path forward for Site 7 is to define the site boundaries and consider remedial alternatives for soil to determine if additional data is needed. Team members discussed the Site 7 boundary and if the contamination along the southern bank of the pond should be part of Site 7 or part of Site 8.

The contamination along the southern bank of the pond needs vertical delineation. Bob F. stated horizontal delineation for Site 7 is required. Bob F. suggested extending the landfill cap as the remedial alternative for Site 7.

Action Item: Greg is to discuss with the Navy potential funding mechanisms for sampling canal banks associated with Site 8.

13. Land Use Control Inspection

Aerostar was initially contracted to support the LUC inspections, but the contract will not be in place in time. The Navy will review the LUCs, conduct a self-inspection, and upload the data into the LUC Tracker.

Action Item: Bob F. is to review all sites with Decision Documents for the LUC inspection.

14. Review Day 1

Team members reviewed action items generated on Day 1 and began a plus/delta list.

DAY 2

The meeting began at 9:00 a.m. CT.

15. Check-In/Opening Remarks

Team members shared events of the previous evening.

16. RAB Meeting Review

The local news media mentioned the meeting on air, and more residents were at the RAB meeting than in the past. Questions/discussions focusing on buried drums arose. One resident requested the site map be posted to the public web site. Nancy requested enhancing the map since it is hard to read. Bob F. said there will be a zoom feature in the electronic version on the public web site. Nancy had the Team focus on risk communication and suggested risk communication training at the next Partnering Team meeting (before the next RAB meeting). It was pointed out by a resident that the chronology poster ends at 2009. Most discussions at the RAB meeting were on Site 7 and HO. Team members agreed to document the meeting as before with photos, etc. and put it on the public web site. Bob F. suggested getting a link on the public web site that goes directly to the community outreach tab. Bill suggested having the link to the web page posted in the local paper.

Action Item: Bill is to get the Site 8 sampling map to Mike Kuhn for inclusion on the public web site with significant zooming enabled.

Action Item: Gordon is to contact Steve Beverly regarding a fact sheet from the VA on dioxins.

Action Item: Gordon is to send Fact Sheet 24 to Team members.

Action Item: Nancy, Gordon, Greg, and Bill are to provide a draft of the Site 8 information for the public web site by July 31, 2013.

17. Site 3 Decision Document and Remedial Design

A-0413-03	Greg Roof	Done	5/1/2013	Greg is to contact Jon to establish a schedule for Site 3.
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Jon Overholtzer joined the meeting via telephone. The Site 3 Remedial Design was submitted draft to the Navy for review. CH2M Hill plans to be in the field by August. Costing numbers should be finalized within the next week. The field will be turfed, and the disturbed outlying areas will be seeded. When the field is complete, MWR will take over watering and maintenance. Bob F. requesting getting something in writing from MWR before the design is complete stating they are aware of the requirements and will follow through.

Action Item: Libby is to email the draft Site 3 RD and draft-final Site 3 DD to Bob F.

These minutes are a summary based on informal notes taken at the meeting. They are not intended as a verbatim transcript and may not have captured everything that was discussed.

The draft-final Site 3 Decision Document was sent to the Team for review. Tetra Tech is waiting on comments.

Action Item: Gordon and Lisa are to follow up with Bob M. regarding the Site 3 Decision Document.

18. Review Exit Strategy (with focus on Site 1, Site 3, and off-base schedules)

Team members reviewed the exit strategy and made modifications accordingly.

Bob F. stated not to reissue a revised final Site 1 RI because of comments from the former Navy RPM. Bob M. will issue the MDEQ approval letter.

Action Item: Gordon is to send Bob F. the LUCIP for Site 1.

Action Item: Greg is to send the Site 2 RAA and the Exit Strategy to Bob F.

Bob F. asked about the status of the LUC MOA. Bob M. said that MDEQ legal has reviewed the MOA and has signed the Meridian MOA.

Action Item: Bob F. is to determine the status of the LUC MOA within the Navy.

19. Site 8 Decision Document

A-0113-07	Charles Cook Bob Fisher	Ongoing	Before the next meeting	Charles and Bob F. are to reengage their supervisors and Navy legal regarding the Arndt and Bennett properties.
A-0413-04	Bill Olson / Greg Roof	Done	5/15/2013	Tetra Tech will collect the six samples for vertical delineation and the four samples for sediments and issue the results in separate reports with the samples tagged as Site 8.
A-0413-05	Charles Cook	OBE	4/26/2013	Charles is to go to his management regarding annual sampling for the off-base areas of concern in lieu of one sampling event before the Five-Year Review, and then assess the monitoring program at that time.
A-0413-06	Greg Roof / Charles Cook	OBE	4/31/2013	Greg and Charles are to discuss the sediment sample near the hot spot at Site 8B and the ditch near Site 8C.
A-0413-08	Charles Cook	Done	5/7/2013	Charles is to send Greg an email if the offsite wells need to be added to the Site 8 LTM Plan.

Bill Olson provided a presentation on the Site 8 long-term monitoring. The path forward for Site 8 long-term monitoring includes establishing standards for stockpiling dioxin containing sediment on to Site 8B and excavating areas of Site 8B ditches where dioxin TEQs contribute to 95% UCL exceeding the 38 ng/kg clean up goal.

Bob F. stated he would like to see 10% 8290 delineation, a cubic yard estimate, and the hot spots resampled as duplicates at Site 8B. More sampling will be conducted.

The original Site 8 Decision Document was developed by the Air Force and was entered into the Administrative Record without signatures and without MDEQ review. A new document will be created (Decision Document Amendment). Off base Area 1 needs institutional controls. Off base Area 2 is NFA. Off base Area 3 is NFA. Site 8A is not to be called a landfill. Sites 8A, 8B, and 8C will have LUCs. There will be a statement included that states the new Decision Document supersedes the 2004 Decision

Document. A new Proposed Plan will be required. The LUC boundary will be the top of the bank for the ditches.

Action Item: Bill is to find the dioxin cleanup criteria from the Site 8 Focused FS and email the information to the Team.

20. LTM Update

Derrick provided information (tables and figures) for the long-term monitoring sites. Bob F. stated in the future to convert the totals of dioxins on tables to nanograms.

Action Item: Derrick is to update the Long-term Monitoring Reports and send to Bob F. for review.

Action Item: Greg is to coordinate with Bob F. to define the sample locations to be included in Site 8 LTM while ditch sediment delineation is completed.

21. Round Table Discussion

Team members proceeded to discuss topics that were not on the agenda.

22. Review Action Items and Consensus Items

Team members reviewed the action items and consensus items.

23. Next Tier I and RAB Meeting Dates and Agenda

Next Meeting: October 22-23, 2013 (Tuesday and Wednesday), beginning at 9:00 a.m. CT on Day 1

Location: Building 303, Room 12A, NCBC Gulfport, Mississippi

Meeting Leader: Bob Merrill

Timekeeper: Greg Roof

Next RAB Meeting Date: Monday, October 21, 2013, Site 1 Proposed Plan public meeting using a court reporter

October 2013 Proposed Meeting Agenda			
Description	Presenter	Time	Category/Expectation
Meeting Opening: Check in, opening remarks, resource sharing, announcements, head count, and proxy assignments	Leader	15 min	Standard
Review Ground Rules	All	5 min	Standard
Minutes Approval	Leader	5 min	Consensus
Action Item / Parking Lot / Previous +/- Review	Leader	15 min	Standard
Agenda Review	All	5 min	Standard
Site 1 Update	Greg Roof	30 min	Information
Site 2 Update	Greg Roof	30 min	Information
Site 3 Update	Greg Roof	30 min	Information
Site 4 Update	Greg Roof	30 min	Information
Site 7 Update	Greg Roof	30 min	Information
Site 8 – DD, LTM, Closure			
LTM Update	Aerostar	30 min	Information
Exit Strategy Review	Greg Roof	15 min	Standard
Community Involvement Plan / RAB Meeting Review	Gordon Crane	45 min	Information
NIRIS Public Web Page	Bob Fisher	45 min	Discussion
Tier II Update	Bob Fisher	15 min	Information

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October 2013 Proposed Meeting Agenda			
Description	Presenter	Time	Category/Expectation
CNO Award Submittal	Bob Fisher	15 min	Discussion
Success Stories	Bob Fisher	15 min	Discussion
Training	Nancy Rouse	60 min	Learning
Round Table Discussion	All	15 min	Standard
Facilitator Feedback	Nancy Rouse	15 min	Standard
Meeting Closeout: Review dates of next meeting, prepare next meeting agenda, review action item list, and create +/- list	Team	30 min	Standard

Future Meeting Dates

Dates

NEED TO SET DATES

Location

NCBC Gulfport, Mississippi

24. Plus/Delta, Meeting Accomplishments, Facilitator Feedback

Plus/Delta	
+	Δ
Ended on time (completed agenda)	No projector screen
Good discussions	Room warm at times
Cooperative environment	
Bob F.'s return	
Lots of decisions made	
Room and seating much improved	
Gordon good Team leader	
Good presentations	

Meeting Accomplishments:

Getting the program on track
Path forward on Site 8
Schedule for Sites 3, 7, 1, and 2

Facilitator Feedback:

Day 1 – There seemed to be a lot of sidebars. Even though sidebars are important to those in the conversation, they may be important to others in the room as well. Sidebars will be called out by the facilitator on Day 2.

Day 2 – Sidebars were better self-managed. Nancy stated this was the best meeting the Team has had in a long time.

Action Items				
Action Item #	Responsible Party	Status	Due Date	Action Item
A-0113-02	Bob Fisher	Done	1/23/2013	Bob Fisher is to send information to Team members on the government software to shorten URL link information. Update 04-2013: The short link has not been created yet, but the web page is live. Update 07-02013: The (short) URL to Gulfport is http://go.usa.gov/T9vQ .
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A-0113-07	Charles Cook / Bob Fisher	Ongoing	Before the next meeting	Charles and Bob F. are to reengage their supervisors and Navy legal regarding the Arndt and Bennett properties.
A-0113-17	Gordon Crane	Ongoing	1/31/2013	Gordon is to send a Scope of Work for surveying to Greg. Update 04-2013: Greg is to check to see if he received it. Update 07-2013: Stephanie Lindley will get with Bill Olson on Thursday (7/11/2013) to work on the survey points.
A-0413-01	Bob Fisher	Done	4/22/2013	Bob F. will check with Sue to see if pictures of attendees with the faces blurred can be put on the public website. Update 07-2013: Faces are okay since it is a public meeting.
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A-0413-07	Charles Cook/ Bob F.	Ongoing	8/30/2013	Charles is to modify the BOA contract for Sites 4 and 6. Update 07-2013: Per Bob F., the contract is in place, and he will check the status.
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Action Items				
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A-0413-11	Nancy Rouse	Done	By the next meeting	Nancy is to confirm the Meridian July 2013 meeting dates.
A-0713-01	Bob Fisher		TBD by CO schedule	Bob F. (along with Gordon and Lisa) is to arrange a presentation for the Base CO regarding the status of the IR program.
A-0713-02	Bill Olson		By 7/21/2013	Bill Olson is to document which culverts need to be replaced at Site 1.
A-0713-03	Greg Roof		After receiving MDEQ comments	Greg is to review the Site 2 RI for elimination of COCs based on background and verify that the hexavalent chromium sampling data is presented.
A-0713-04	Helen Lockard		By 8/9/2013	Helen is to check with Sue Brinks regarding the coordination of RAB meeting reviews, website content, and public correspondence.
A-0713-05	Greg Roof		By the end of the month	Greg is to discuss with the Navy potential funding mechanisms for sampling canal banks associated with Site 8.
A-0713-06	Bob Fisher		Before the next meeting	Bob F. is to review all sites with Decision Documents for the LUC inspection.
A-0713-07	Bill Olson		7/24/2013	Bill is to get the Site 8 sampling map to Mike Kuhn for inclusion on the public web site with significant zooming enabled.
A-0713-08	Gordon Crane		7/17/2013	Gordon is to contact Steve Beverly regarding a point of contact from the VA on dioxins.
A-0713-09	Gordon Crane		7/17/2013	Gordon is to send Fact Sheet 24 to Team members.
A-0713-10	Multiple		By 7/31/2013	Nancy, Gordon, Greg, and Bill are to provide a draft of the Site 8 information for the public web site by July 31, 2013.
A-0713-11	Libby Claggett	Done	By 7/12/2013	Libby is to email the draft Site 3 RD and draft-final Site 3 DD to Bob F.
A-0713-12	Gordon/Lisa		By 7/17/2013	Gordon and Lisa are to follow up with Bob M. regarding the Site 3 Decision Document.
A-0713-13	Gordon Crane		By 7/17/2013	Gordon is to send Bob F. all LUCIPs.
A-0713-14	Greg Roof		By 7/19/2013	Greg is to send the Site 2 RAA and the Exit Strategy to Bob F.
A-0713-15	Bob Fisher		By 8/6/2013	Bob F. is to determine the status of the LUC MOA within the Navy.
A-0713-16	Derrick Rogers		By 7/19/2013	Derrick is to update the Long-term Monitoring Reports and send to Bob F. for review.
A-0713-17	Greg Roof		By the next meeting	Greg is to coordinate with Bob F. to define the sample locations to be included in Site 8 LTM while ditch sediment delineation is completed.
A-0713-18	Bill Olson		By 7/19/2013	Bill is to find the dioxin cleanup criteria from the Site 8 Focused FS and email the information to the Team.

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Consensus Number	Consensus Items
C-0712-01	The April 2012 meeting minutes were approved as final.
C-0712-02	Team members reached consensus to have a monthly call on the first Monday of the month at 2:00 p.m. EST. If the first Monday is a holiday, the conference call be held the following Monday.
C-0712-03	The Team reached consensus that the RAC member's status on the Team will be changed from core to adjunct due to reduced activity.
C-0113-01	The July 2012 meeting minutes were approved as final.
C-0113-02	Team members reached consensus that the web site will be developed using the rapid website approach.
C-0113-03	The Team reached consensus to have a full day meeting on Wednesday, April 17, 2013, and a ½ day meeting on Thursday, April 18, 2013, with the RAB meeting on Thursday, April 18, 2013, in the evening.
C-0413-01	The January 2013 meeting minutes were approved as final.
C-0413-02	The Team reached consensus that the Site 8 LUC boundaries should be extended to include the on-site impacted ditches.
C-0713-01	The April 2013 meeting minutes were approved as final.

Parking Lot		
Item Number	Status	Parking Lot Issue
P-1211-03	Ongoing	Site 6 DD Update 07/2012: During the 5 year review, Steve Beverly stated that Site 6 should have a DD. Waiting on funding.
P-1211-04	Ongoing	Site 8 off-site AOCs – LUCs and LTM Off-base area LUCs – Gordon suggested getting all parties involved to discuss. Charles stated there would have to be a call every other week with Navy legal and others.
P-0712-02	Ongoing	Success Stories – CNO Award (off-site properties, HO investigation) – submittal date of November 2013