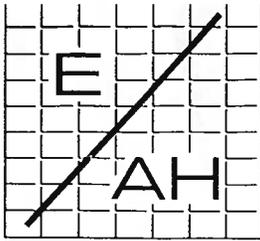


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NAS PENSACOLA  
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LETTER REGARDING THE INITIAL TRANSMITTAL AND DESIGNATION OF NAS  
PENSACOLA LIBRARY AS AN OFFICIAL ADMINISTRATIVE RECORDS FACILITY NAS  
PENSACOLA FL  
8/16/1996  
ENSAFE/ALLEN AND HOSHALL



# EnSafe / Allen & Hoshall

a joint venture for professional services

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August 16, 1996

NAS Pensacola Library  
Attn: Ms. Judeth Walker  
Building 633  
190 Radford Blvd.  
Pensacola, FL 32508-5217

Dear Ms. Walker:

On behalf of the U.S. Navy, Southern Division, EnSafe/Allen & Hoshall in accordance with the principles of the U.S. Environmental Protection Agency is required by law to establish administrative records "at or near a facility at issue." This administrative record consists of information upon which the Southern Division bases its selection of response action for a particular installation Restoration site.

By providing the public with greater access to these records, it is intended that they will be better informed to comment constructively on site activities and to understand the issues relating to the selection of the response action at the site.

We appreciate having the NAS Pensacola Library as the designated administrative record facility for the NAS Pensacola Installation Restoration site. The enclosed record files, along with any future documents relating to technical activities at the site should be placed in the NAS Pensacola Library and be available for public review. The record files should be treated as a non-circulating reference - it should not be removed from your facility.

The administrative record is preceded by an index listing all documents contained in the record. All documents listed in the index should be physically present in the file unless specifically noted to be located elsewhere. Only privileged documents and documents too large to easily maintain such as data packages are absent. Any requests concerning these documents should be directed to the signer. Please take a few minutes to ensure that you have received all documents.

Periodically, the administrative record will be updated with the addition of documents. Please add the new documents in the appropriate place in the file.

Ms. Judeth Walker  
August 16 1996  
Page Two

To ensure the receipt of the administrative record file, I would appreciate your completion of the attached Acknowledgement of Receipt form. Please send this form to Southern Division in the enclosed self-addressed, stamped envelope.

Thank you again for your willingness and cooperation in serving the U.S. Navy, Southern Division as a Field Repository. If you have any questions or comments, please contact Brian Caldwell at (904) 479-4595.

Sincerely,

EnSafe/Allen & Hoshall



Brian Caldwell

Enclosure

cc: Bill Hill  
Kim Reavis  
Allison Dennen  
Patty King

**ACKNOWLEDGEMENT OF RECEIPT FORM**

To: Mr. Bill Hill, Code 1851  
Southern Division, NAVFACENGCOM  
2155 Eagle Drive  
Charleston, SC 28217

From: NAS Pensacola Library  
Attn: Ms. Judeth Walker  
Building 633  
190 Radford Blvd.  
Pensacola, FL 32508-5217

I acknowledge receipt of the following documents from the U.S. Navy, Southern Division referencing the administrative record of NAS Pensacola Installation Restoration site.

Administrative Record Number \_\_\_\_\_

Administrative Record Name \_\_\_\_\_

Administrative Record Document Numbers \_\_\_\_\_

\_\_\_\_\_

Please note any discrepancies \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SPECIAL NOTES \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_