



New Data Acquisition/Installation Action Plan (IAP) Process

05 Dec 2007

Our Mission: Provide installations that enable Soldier and Family readiness, and provide a quality of life that matches the quality of service they provide to the Nation.

Leading Change for Installation Excellence

New Data Acquisition/Installation Action Plan (IAP) Process



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New Data Acquisition/Installation Action Plan (IAP) Process



Reason for Change

- Lean Six Sigma Project
 - Integrate Installation Action Plan and Cost-to-Complete/Army Environmental Data Base-Restoration (AEDB-R) submittal processes
 - Streamline processes
 - Decrease time to finalize Installation Action Plan
 - Incorporate cost-to-complete (CTC) quality control (QC) into data gathering for Installation Action Plan
 - Increase percentage of Installation Action Plan finalized
 - Increase accuracy of data in AEDB-R
 - Issue performance based acquisition contract for new process

New Data Acquisition/Installation Action Plan (IAP) Process



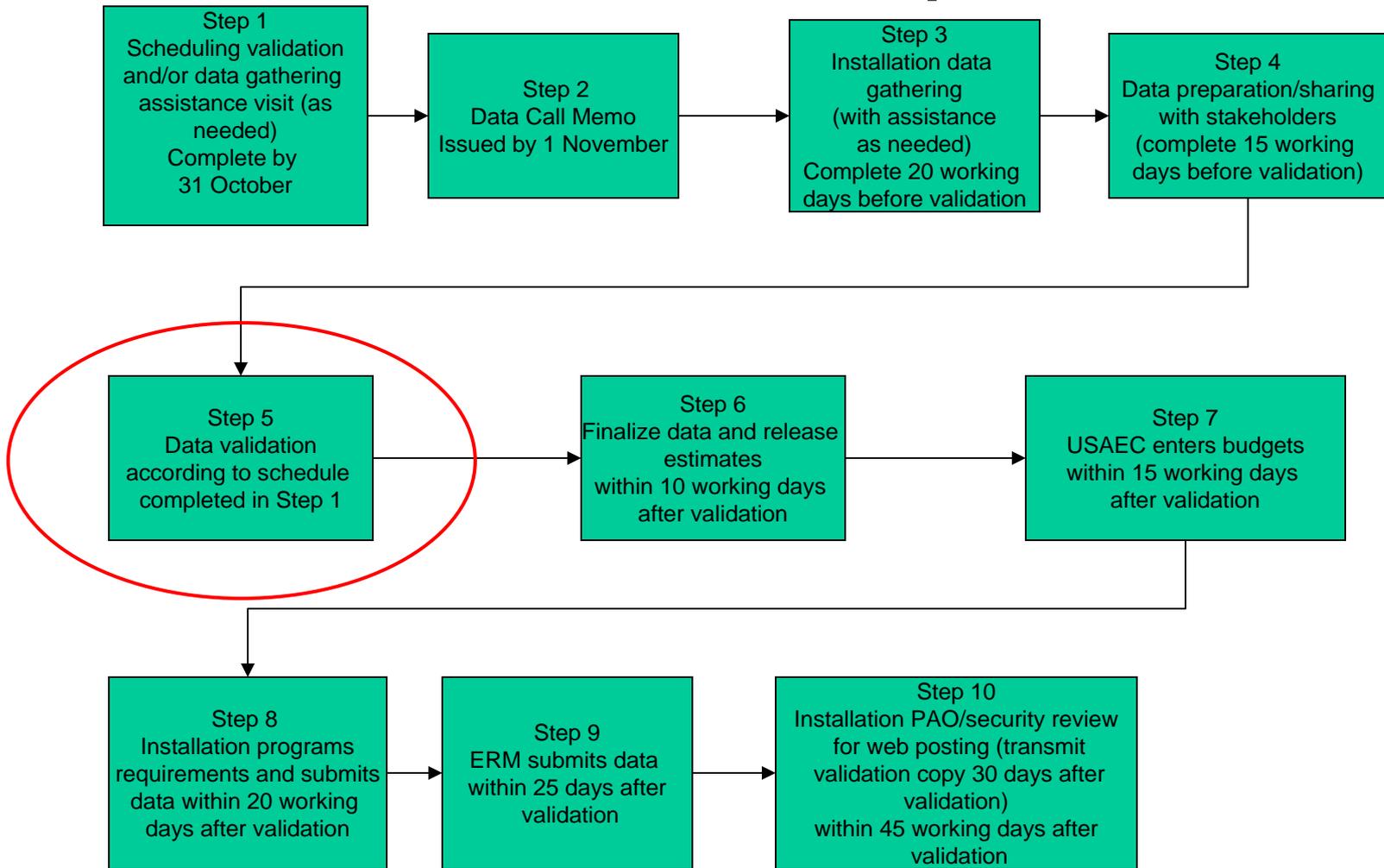
Guidelines for Process

- Guidelines for Installation Action Plan Development for Defense Environmental Restoration Program (DERP) sites at Active and Non – Base Realignment and Closure (BRAC) Excess Installations
 - Enclosure in FY08 Data Call Memo
 - Posted on Army Environmental Reporting Online (AERO)
 - Part of IAP tool update training

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Process Steps



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Process Step - Validation

Step 5
Data validation
according to schedule
completed in Step 1

- Primarily facilitated conference calls with internet access to view required databases and materials
- Ensuring QC of CTC estimates and documentation is complete and the estimates are ready to be released
- All stakeholders are in agreement with and/or aware of the information being submitted

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Process Step – Validation

Step 5
Data validation
according to schedule
completed in Step 1

- Remedial action (operation) (RA(O))/long-term management (LTM) worksheets are complete
- Department of Defense and State Memorandum of Agreement (DSMOA) joint execution plan is current
- All non-cost AEDB-R data has been updated
- All IAP tool data elements have been entered or updated
- Other issues may be raised as required.

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Process Steps 1 and 2

Step 1
Scheduling validation
and/or data gathering
assistance visit (as
needed)
Complete by
31 October

Step 2
Data Call Memo
Issued by 1 November

- Data validation will begin after 01 Jan 08 and end prior to 30 May 08
- Validation must occur while the AEDB-R is open at the installation level (AEDB-R will not be open to installations 12 Apr – 04 May 2008)

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Process Steps 1 and 2

Step 1
Scheduling validation
and/or data gathering
assistance visit (as
needed)
Complete by
31 October

Step 2
Data Call Memo
Issued by 1 November

- Validation will be coordinated by the US Army Environmental Command's (USAEC) and will include the installation, USAEC Environmental Restoration Manager (ERM), regulators, IAP/CTC contractor, and other stakeholders
- The installation's data submittal and IAP timeline requirements will also be entered in the Assistant Chief of Staff for Installation Management and Installation Management Command tasker systems

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Process Step 3

Step 3
Installation data
gathering
(with assistance
as needed)
Complete 20 working
days before validation

- Occurs from the time the data call opens in Nov until 20 working days prior to the validation date
- Installation's team conducts data gathering
 - USAEC's ERM
 - IAP/CTC contractor
 - Installation and their executing agency

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Process Step 3

Step 3
Installation data
gathering
(with assistance
as needed)
Complete 20 working
days before validation

- Data gathering consists of
 - creating/updating CTCs and supporting documentation
 - entering/updating AEDB-R data elements
 - creating/updating RA(O)/(LTM) worksheets
 - reviewing DSMOA joint execution plans
 - entering/updating IAP tool data elements
- Stakeholders should participate in the data gathering using the installation's established processes for involvement

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Process Step 3

Step 3
Installation data
gathering
(with assistance
as needed)
Complete 20 working
days before validation

- QC of the CTC supporting documentation will be performed by the IAP/CTC contractor
 - begins during the data gathering instead of at the end of the process - 'real time'
- Scheduled and facilitated data gathering assistance will be provided by the USAEC's IAP/CTC contractor to some installations
 - Based on past performance and as indicated by the IAP schedule
 - Assistance may consist of RACER support, assisting with the gathering of supporting documentation, AEDB-R data entry, and/or IAP tool data entry
- Twenty working days prior to an installation validation date, the USAEC Program Management Branch will confirm the required actions are completed and the installation is prepared for the validation

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Process Step 4

Step 4
Data preparation/sharing
with stakeholders
(complete 15 working
days before validation)

- Fifteen working days prior to the validation, the installation distributes documentation to validation participants (e.g., USAEC Program Management Branch and ERMs, IMCOM Regions, Regulators)
 - Draft IAP
 - Logistics for the validation call/meeting, agenda
 - DSMOA joint execution plan worksheet
 - RA(O)/LTM spreadsheets
 - List of outstanding issues

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Process Step 5

Step 5
Data validation
according to schedule
completed in Step 1

- RA(O)/LTM worksheets are complete
- DSMOA joint execution plan is current
- All AEDB-R data has been updated (except programming of requirements)
- All IAP tool data elements have been entered or updated

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Process Step 6

Step 6
Finalize data and release
estimates
within 10 working days
after validation

- Installation's team will have up to 10 working days after validation to complete all outstanding data requirements, if any, identified during the validation and documented in the after action report
- Data readiness checklist in AEDB-R should be error free with the exception of "required does not equal programmed" errors

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Process Step 7

Step 7
USAEC enters budgets
within 15 working days
after validation

- USAEC's program management branch will enter budgets into AEDB-R within 15 working days after validation

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Process Step 8

Step 8
Installation programs requirements and submits data within 20 working days after validation

- Installation will program their requirements for out years and submit AEDB-R to the oversight level within 20 working days after validation
- Submittal of AEDB-R data from installation level to oversight level also indicates approval by the Installation's Commander/Garrison Commander of the IAP document
 - Signatures are no longer required for the IAP

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Process Step 9

Step 9
ERM submits data
within 25 days after
validation

- ERMs will submit AEDB-R data to the headquarters reviewing level within 25 working days after validation
- Submittal of AEDB-R data by the ERM from oversight level to HQ reviewing level indicates concurrence by the USAEC of the IAP document

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Process Step 10

Step 10
Installation PAO/security review
for web posting (transmit
validation copy 30 days after
validation)
within 45 working days after
validation

- IAP/CTC contractor will provide the installation with the PDF of the public version of the IAP (this version is also available via the IAP tool) within 30 working days after the validation
- Installation will provide the PDF to their security and Public Affairs Office (PAO) for approval to post to a public web site
- USAEC can provide this review if the installation does not have security and/or PAO support

New Data Acquisition/Installation Action Plan (IAP) Process



Process Step 10

Step 10
Installation PAO/security review
for web posting (transmit
validation copy 30 days after
validation)
within 45 working days after
validation

- Installation provides the IAP/CTC contractor with written approval by PAO and Security within 45 working days after the validation
- IAP/CTC contractor will finalize the Army and public versions of the IAP and provide the installation with the PDFs and two hard copies of the Army version
- Final Army version will be placed on AERO, final public version will be placed on the USAEC public web site, and both versions will be archived in the IAP tool

New Data Acquisition/Installation Action Plan (IAP) Process



IAP Viewer



Train, IAP01 October 22, 2007

- Organization
- Army
- Pillars
- Compliance
- Conservation
- Cleanup
- ODEP Programs
- Sustainability
- Training Support
- Army Systems
- AEDB-CC
- AEDB-CC CFO
- AEDB-EQ
- AEDB-R
- AEDB-R CFO
- EPAS 3.0
- ERIS 3.0
- IMCOM STEP
- NEPA Online
- Range Aspects/Impacts
- READ
- RPTS
- SWARWeb
- TRI
- AERO Quick Picks
- Calendar
- IAP Public View (for test only)
- IAP Viewer**
- Learn NOV
- Links



Welcome to the:

Army Installation Action Plans

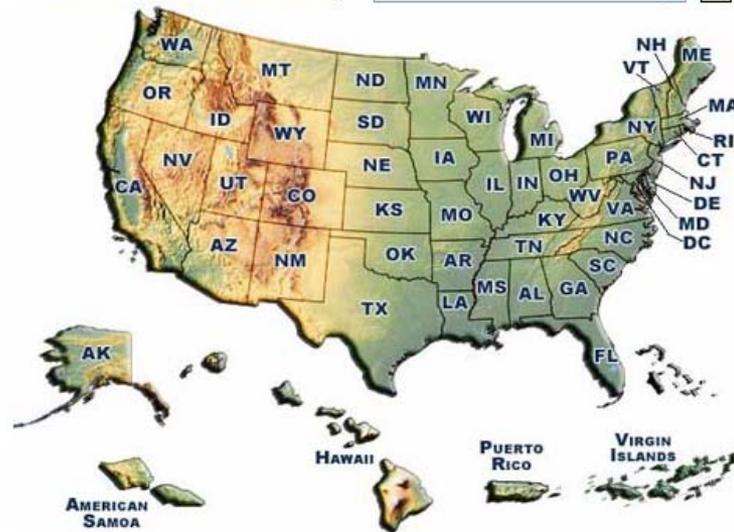
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Installations

Choose a State or Click on the Map:

Site Navigation:

- Installations
- Public IAP
- ARMY IAP
- Overseas
- ARMY IAP



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USAEC Web Site

<http://aec.army.mil/usaec/cleanup/index.html>

U.S. ARMY ENVIRONMENTAL COMMAND
USAEC
HOME PAGE | ABOUT US | TOPICS | SEARCH | CONTACT US | LINKS

Acquisition | Business Opportunities | Cleanup | Compatible Use Buffers | Compliance
Cultural Resources | Human Resources | Natural Resources | NEPA | News & Information
Post Management | Pollution Prevention | Range | Reporting | Technology

CLEANUP

The US Army Environmental Command is the program manager for the Army's **Defense Environmental Restoration Program (DERP)**. DERP was formally established by Congress in 1986 and provides for the cleanup of **Department of Defense (DoD)** sites under the jurisdiction of the **Secretary of Defense**. The Army has two restoration programs under DERP at active/operating Army installations, the **Installation Restoration Program (IRP)** and the **Military Munitions Response Program (MMRP)**. The IRP is a comprehensive program to identify, investigate and clean up hazardous substances, pollutants, and contaminants at active/operating Army installations. The MMRP addresses non-operational range lands that are suspected or known to contain unexploded ordnance (UXO), discarded military munitions (DMM) or munition constituent (MC) contamination. Eligible sites include those contaminated by past defense activities that require clean up under the **Comprehensive Environmental Response, Compensation and Liability Act (CERCLA)** as amended by **Superfund Amendments and Reauthorization Act (SARA)** and certain corrective actions required by the **Resource Conservation Recovery Act (RCRA)**. The Army's MMRP at closed ranges is also a part of the Army's DERP.

- **Active/BRAC Installation Action Plans (IAPs)**
(opens in a new tab/window)
- **Base Realignment and Closure (BRAC)**
- **Biological Technical Assistance Group (RTAG)**
- **Guidance**
- **Military Munitions Response Program (MMRP)**

UNDERGROUND TACTICS

New Data Acquisition/Installation Action Plan (IAP) Process



IAP information/updates

Organization
Army
Pillars
Compliance
Conservation
Pollution Prevention
Cleanup
ODEP Programs
Sustainability
Training Support
Army Systems
AEDB-CC
AEDB-EQ
AEDB-R
EPAS 3.0
ERIS 3.0
NEPA Online
Range Aspects/Impacts
DCAAT

AEDB-R Login
[AEDB-R Login](#)

IAP Tool Login
[IAP Tool](#)

ERA Funds Flow Login
[ERA Funds Flow Login](#)

General Information [Edit](#)

FY2008 Fall Data Call: The Spring 2008 AEDB-R data call is now open for data entry. In addition, the FY2008 AEDB-R data call memo has been signed and posted under **AEDB-R Documents**. If you have any questions regarding the memo, please contact your program area specific point of contact (POC) to have your question resolved. The main body of the data call is for updating and submitting data to AEDB-R as well as the

that use RACER to prepare their site Cost-to-Complete to the RACER 2007 product. The AEDB-R uses the RACER upload file to come out of RACER is from an earlier version of RACER, the upload will fail.

For more information refer to the Environmental Cleanup Reporting Workshop Memorandum in the AEDB-R Documents Section of AERO or contact the USAEC Help Desk @ 410.436.1244.

Environmental Liabilities (EL) Online Tutorial: You can now register and take Environmental Liabilities Training via the web!

Under **AEDB-R Training Information** to the right, click on the Environmental Liabilities Online Tutorial - Directions Guide link. It will open a document with directions how to logon to the ARKO Army Learning Management System (ALMS). There is also a link to open a new browser window for ALMS. From there you can register, take the EL Training and obtain your certificate. The Environmental Liabilities training is required for all personnel involved in the development, review and approval of Cost to Complete estimates. Having access via the web should make your certification a breeze.

System Support
For support, contact the U.S. Army Environmental Center (USAEC) Help Desk:
TEL: (410) 436-1244
DSIB: 584-1244
E-MAIL: usaechelpdesk@aec.apgea.army.mil

AEDB-R Documents [Edit](#)

- Final Cost to Complete (CTC) Guidance**
Final CTC Guidance Signed 17 Jan 07
- Example Site Approval and QC Checklist**
The example Site Approval and QC Checklist is pulled from the Final CTC Guidance dtd 3 Oct 06.
- FY2008 AEDB-R Data Call Memorandum - Signed**
The attached copy is the signed FY08 Data Call memo. Please read memo and enclosures carefully to ensure your updates are complete.
- FY2008 AEDB-R Data Call - Program POCs**
If you have specific questions, please refer to the attached list of Points of Contact (POCs) to get your questions resolved.
- Army Environmental Programs Business Management Modernization Program Policy Guidance**
Subject memorandum directs that all ongoing system development efforts associated with environmental programs be integrated into the Army environmental programs Business Management Modernization Program (BMM2) and the development of a Business Enterprise Architecture (BEA). All FY06 environmental functional needs must be coordinated with the Office of the Director of Environmental Programs prior to implementation.
- Admin Record Retention Guidance (dtd 24 Apr 06)**
Provides guidance for the maintenance of Administrative Records (AR) and the information repository copy of the AR file.
- Environmental Cleanup Reporting Workshops Training Plan**
The FY2008 Training Plan has been signed 18 Sep 2007. The attached memo provides an overview of the Environmental Cleanup Reporting Workshops provided by the USAEC Information and Environmental Reporting Division.
- RACER 2007 User Guide (dtd Jan 07)**
- Supervisory Review Checklist**
This is the supervisory review checklist to be utilized by Active, BRAC and Excess installations.

IAP Information [Edit](#)

- FY08 IAP Guidelines for DERP sites at Active and Non-BRAC Excess Installations**
- FY08 IAP CTC Schedule (20 Nov 07)**
- IAP Guidance Dtd 24 January 2006**
- FY07 IAP Process Suspenses (15 Nov 07)**
- IAP Tool Quick Start Guide**
Due to multiple calendar year 2007 release changes there will be some differences between the QSO and the application. QSO updates are planned for JAN08 to capture the calendar year 2007 release changes.
- Oct - Dec 2007 IAP Tool Training Schedule**

AEDB-R Training Information

https://aero.apgea.army.mil/portal/page/portal/aero_pages/aero_main/AEDB-R?p_org_id=&p_prime_org_id=&p_region_org_id=&p_current_org_id=1000&p_hq_org_id=&p_asg_org_id=

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END OF BRIEF

INSTALLATION MANAGEMENT COMMAND



“Sustain, Support and Defend”