



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2701 SHERIDAN ROAD
GREAT LAKES, ILLINOIS 60088-5001

NTCGLAKESINST 5090.2A
(FAC)

MAY 16 1995

NTC GREAT LAKES (COMPLEX³) INSTRUCTION 5090.2A

From: Commander, Naval Training Center, Great Lakes

Subj: REGIONAL AND STATE ENVIRONMENTAL COORDINATOR DUTIES
FOR ILLINOIS, INDIANA, MICHIGAN, OHIO, MINNESOTA AND
WISCONSIN

Ref: (a) OPNAVINST 5090.1B
(b) CNET Pensacola FL 211640Z DEC 90
(c) CNETINST 5400.2B
(d) NTCGLAKESINST 5090.1B
(e) SECNAVINST 5720.44A

Encl: (1) Environmental Public Affairs
(2) State Environmental Coordinators

1. Purpose. To promote an environmental protection ethic, and to provide procedures and responsibilities for coordination of environmental matters and public affairs concerning the environment within Illinois, Indiana, Michigan, Ohio, Minnesota and Wisconsin for which the Commander, Naval Training Center (NTC), Great Lakes, as Regional Environmental Coordinator, is responsible.

2. Cancellation. NTCGLAKESINST 5090.2

3. Background. Reference (a) details responsibilities of Regional Environmental Coordinators for environmental matters and public affairs. Reference (b) designates Commander, NTC, (CNTC) Great Lakes as the Regional Environmental Coordinator, under the area of coordination of the Chief of Naval Education and Training discussed in reference (c), for the states of Illinois, Indiana, Michigan, Ohio, Minnesota and Wisconsin. This instruction amplifies guidance provided by reference (a) where necessary.

4. Action. In order to make environmental coordination an effective tool in achieving the outlined objectives, commands and activities within NTC, Great Lakes' area of responsibility must strictly adhere to the requirements of this directive.

a. Public Affairs. Commander, NTC, Great Lakes will coordinate Public Affairs in the region, in conjunction with NAVINFOMIDWEST, with respect to environmental matters and will serve as point of contact for public and media inquiries when appropriate and/or of regional scope. Commands and activities within the region shall refer all inquiries to CNTC, Great Lakes in all such cases and use the Environmental Public Affairs key points listed in enclosure (1) to assist in establishing an effective local program.

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b. Agreements, Permits, and Responses to Regulatory Agencies. Commander, NTC, Great Lakes will ensure consistent positions and responses to regulatory agencies within the region, coordinating closely with Engineering Field Division (EFD), major claimants, and affected shore activities. Coordination between CNTC, Great Lakes and State Environmental Coordinators listed in enclosure (2) will also be required. Where facilities are taking inconsistent positions on the same environmental issue, CNTC, Great Lakes will assist in reconciling the inconsistency. In the case of unresolved differences among shore activities, EFDs, and/or major claimants, the issue shall be referred to Chief of Naval Operations (N45), Washington, as discussed in Chapter 2 of reference (a). Commander, NTC, Great Lakes will not enter into any compliance commitment or agreement for which it is not the permit holder, and will neither make nor sign any statements or any memorandum of understanding or similar document if any unresolved differences exist with any affected shore activities or commands.

c. Exchange of Information. Commander, NTC, Great Lakes, assisted by other State Environmental Coordinators and EFDs, will ensure active exchange of environmental information among regional Navy shore activities, including distribution of State, local and regional laws, rules and regulations, and hold, as necessary, meetings and/or conferences for regional commands on environmental issues.

d. Environmental Planning. Regional commands and activities shall develop and promulgate Air Pollution Emergency Episode, Spill Prevention Control and Countermeasures and Oil and Hazardous Substance Spill Contingency Plans. As required by reference (a), CNTC, Great Lakes, with the assistance of the EFD, will develop local/regional plans for specific environmental initiatives, as necessary, in coordination with affected Navy and Marine Corps commands, activities and major claimants.

e. Spill Contingency Planning. Commander, NTC, Great Lakes serves as the Navy On Scene Coordinator (NOSC) for Oil and Hazardous Substance (OHS) spills as supported by Regional Navy On Scene Commanders (NOSCDR). The OHS Pollution Contingency Plan, (reference (d)), will be promulgated separately.

f. Self Audits. All regional commands and activities shall conduct annual environmental self audits. Major Claimant Environmental Compliance Evaluations (ECE), or Navy Environmental Inspection Team (NEIT) reports may be conducted in place of a self audit. Summary of findings from ECEs or NEIT visits shall be forwarded to CNTC, Great Lakes as they occur.

5. Point of Contact. Commander, NTC, Great Lakes (SCE) (Code FAC3) is the point of contact for environmental program

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management, DSN 792-3482 or Commercial (708) 688-3482, FAX extension 5491.

6. Effective Date. This instruction becomes effective upon distribution.


MACK C. GASTON

Distribution:

NTCGLAKESINST 5216.5M

Lists I (1-3, 8 & 13 only), II (Case B), III-A, C, IV & VI

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ENVIRONMENTAL PUBLIC AFFAIRS

1. Commitment to Environmental Program is: (Good Public Affairs won't make up for poor programs or policy. It will mitigate bad news.)

- a. Reviewing all program elements.
- b. Resisting any requests for delays by environmental contractors.
- c. The commanding officer must sign out any requests for funds, assistance, manpower to chain of command.
- d. Being out front at public meetings.

2. Streamline Environmental Program. As much as possible, this complicated process must be streamlined rather than bureaucratic. Players at all Navy levels and regulatory agencies must know each other and use the phone.

3. Answer all unfair media articles on Navy Environmental Programs with letter to the editor or other format within 24 hours.

- a. Information left unchallenged will be accepted if repeated.
- b. Media must be aware of Navy point of view and contacts.

4. Prepare a Q&A pamphlet for common questions on Environmental Programs.

5. Issue reports on all Environmental Program meetings.

- Demistify the process.

6. Use all avenues to brief neighboring towns and legislators on Environmental Programs so that they are not caught unaware by citizens.

7. Use all avenues to brief Navy constituency including:

- a. Command personnel and employees.
- b. Navy League.
- c. Local service clubs.

8. Use all avenues to brief community.

- a. Establish a mailing list.

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- b. Publish a Navy community relations phone number.
 - c. Provide installation tours.
 - d. Hold public meetings.
 - e. Include Legislators on mailing list.
9. Build a cooperative working relationship with the Environmental Regulatory Agencies (EPA and State).
10. Always remember that Environmental Public Affairs/Community Relations are Navy responsibilities.
- a. Mandated by Department of Defense Principles of Public Information and Navy directives (see paragraphs 0102 and 0103 of reference (e)).
 - b. Other agencies have other communication agenda.
 - c. If Navy does not tell its story someone else will on their terms.
 - d. Cannot be run from afar.

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STATE ENVIRONMENTAL COORDINATORS

Illinois

Commander
Naval Training Center
Great Lakes, IL 60088-5000

POC
Code FAC/FAC3
DSN 792-3482/2796

Indiana

Commanding Officer
Naval Surface Warfare
Center
Crane Division
Crane, IN 47522-5000

POC Code 095
DSN 482-3233

Ohio, Wisconsin,
Michigan

Commanding Officer
Northern Division
Naval Facilities
Engineering Command
Philadelphia, PA 19112

POC Code 09C

DSN 443-6105

Minnesota

Commanding Officer
Naval Reserve Readiness
Command Region 13
POC Code MW10
DSN 792-3767

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