

Federal Facilities and the EFA-NW Director of Environmental Operations will also communicate with each other at least on a quarterly basis. An annual meeting between NDEP and the Navy will be scheduled by EFA-NW to check on the status of the project, to discuss forthcoming issues, and discuss the DSMOA/CA. Other meetings will occur between the two parties as appropriate to the schedule, or as necessary.

NDEP and Navy personnel may communicate freely and openly with all levels of authority. However, the following lines of communication will generally be observed: Navy contact with NDEP will generally be initiated by NASF, except for issues relating to the DSMOA/CA. NDEP will initiate contact with the Navy primarily through NASF, but is free to contact EFA-NW as needed or desired. NDEP understands that some issues discussed with either NASF or EFA-NW may require further internal Navy discussion and concurrence before a Navy decision or position can be confirmed.

## **VII. DOCUMENTATION AND INFORMATION DISSEMINATION**

### **A. Reports**

The Navy will prepare all reports concerning the 26 sites. Both EFA-NW and NASF will review and provide input to all reports. The Navy may informally consult with NDEP regarding content prior to issuing drafts for official comment. Final submittals will be issued along with response to comments in accordance with the project schedule.

### **B. Formal Correspondence**

Formal correspondence, including statements of regulatory concurrence, comments, and responses to comments, will be issued as letters. These letters will be entered into the administrative record and copied to appropriate levels of authority at NDEP, NASF, and EFA-NW.

### **C. Meetings**

Documentation of meetings between NDEP and the Navy should include issues discussed, decisions, action items, and timelines. Draft documentation of such meetings will be distributed for comment as needed. Final meeting notes will be copied to NDEP, NASF, and EFA-NW.

### **D. Informal Communication**

Phone conversations and other informal communication will be documented in follow-up emails as appropriate to the subject matter (e.g., a synopsis of substantive project issues discussed and/or tentative project determinations agreed upon). Responsibility for documenting the communication will be determined as part of the discussion.

### **E. Email Distribution**

Email distribution lists for all communication between NDEP and the Navy will include the NASF Lead Environmental Engineer and EFA-NW EPM at the Navy, the DOD Programs Supervisor, the DOD/IRP Supervisor, and the Project Manager at NDEP. Others will receive copies as appropriate to the subject matter.