



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

3400 DEFENSE PENTAGON
WASHINGTON, DC 20301-3400

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ENERGY,
INSTALLATIONS
AND ENVIRONMENT

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY (INSTALLATIONS,
ENERGY AND ENVIRONMENT)
ASSISTANT SECRETARY OF THE NAVY (ENERGY,
INSTALLATIONS AND ENVIRONMENT)
ASSISTANT SECRETARY OF THE AIR FORCE
(INSTALLATIONS, ENVIRONMENT AND ENERGY)
DIRECTOR, DEFENSE LOGISTICS AGENCY

SUBJECT: Administrative Record Procedures – Update to Department of Defense (DoD)
Manual 4715.20, “Defense Environmental Restoration Program Management,”
March 9, 2012

The Office of the Secretary of Defense is providing guidance for maintaining the administrative record in an electronic format. This guidance applies to the official copy of the administrative record maintained at a central location and to the copy that is made available for public inspection at or near the site. This change does not limit the DoD Components’ ability to make the administrative record file available to the public in paper form. The DoD Component will determine whether to provide the publicly available copy of the administrative record in an electronic format and/or paper copy based on the community’s preferences and the DoD Component’s assessment of the site-specific situation. The DoD Component should assess the capacity and resources of the public to use an electronic-based administrative record to make a decision on which approach to use at a specific site. These responsibilities and procedures are effective immediately and will be included in the next update of DoD Manual 4715.20, “Defense Environmental Restoration Program (DERP) Management:”

- Modify Enclosure 3, paragraph 7a(4): “Electronic Files. The DoD Component may maintain the administrative record in an electronic format or paper copies. If the DoD Component is providing an electronic file at or near the site, the DoD Component must ensure that the public has access to the appropriate technology to review the electronic file at that location.”

My point of contact for the DERP administrative records is Ms. Deborah Morefield at 703-571-9067 or deborah.a.morefield.civ@mail.mil.

John Conger

Performing the Duties of the Assistant Secretary of Defense
(Energy, Installations and Environment)