



# Fort George G. Meade

## Technical Assistance for Public Participation (TAPP) Process

January 20, 2011



ARMY STRONG.



# PURPOSE



*TAPP provides a mechanism for community members of Restoration Advisory Boards (RABs) to obtain technical assistance to help them better understand the scientific and engineering issues underlying an installation's environmental restoration activities so they can provide input into the Army's environmental restoration program.*

(Technical Assistance can also be provided by in-house Army resources (e.g. Public Health Command, USACE – Center of Expertise, etc.)





# TAPP at a Glance



- TAPP funds technical assistance, not available through federal, state or local agencies, to help RAB members understand restoration issues.
- RAB members design technical assistance project, i.e. interpreting information on remedial technology, and aide in selection of provider.
- Government purchase orders procure technical assistance.
- Maximum funding - \$25,000/year, or 1% of cleanup cost, whichever is less. \$100,000 limit for the life of the cleanup.





# What is TAPP?



## What TAPP is...

- A government program using purchase orders to obtain support for community members of RABs.
- A means for RABs and TRCs to better understand the installation's environmental cleanup process.

## What TAPP is not...

- A requirement for RABs to abandon existing working relationships or methods of obtaining meaningful technical support.
- A grant to RABs, nor a blank check to use at their discretion.
- A means for RABs to perform sampling or other functions which should be carried out by the installation.





# Eligible Projects



## Eligible Projects

- Review of restoration documents
- Review of proposed remedial technologies
- Interpreting health & environmental effects
- Participating in relative risk evaluations
- Certain types of technical training

## Ineligible Projects

- Generation of new primary data
- Reopening final DoD decisions
- Epidemiological or health studies, such as blood or urine tests
- Litigation or underwriting legal actions
- Community outreach efforts or political activity or lobbying





# TAPP Rule



- A final TAPP rule (32 CFR Part 203) was published on February 2, 1998.
- The TAPP rules sets policies and procedures for the Army to accept and evaluate TAPP applications.
- See link:  
[http://www.access.gpo.gov/nara/cfr/waisidx\\_08/32cfr203\\_08.html](http://www.access.gpo.gov/nara/cfr/waisidx_08/32cfr203_08.html)





# Application Process



- Formal application should be made on DD Form 2749 (handout).
- Application should specify the type of assistance required and if possible, one or more providers.
- The project should be detailed enough for the Army to:
  - evaluate the nature and eligibility of the project,
  - identify potential providers,
  - estimate costs and prepare required documentation such as a Statement of Work to begin the procurement process.





# Application Process



- Community members must:
  - identify a single point of contact for communication with the installation regarding the TAPP procurement process;
  - certify that the project is the result of a majority decision by the community members of the RAB.
- The installation co-chair reviews the application to ensure it is complete, describes an eligible project and is likely within budget.
- A fillable DD Form 2749 can be found at:

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2749.pdf>





# Application Process



- Army, in coordination with the RAB, prepares draft Statement of Work (SOW).
- The TAPP application and the draft SOW is forwarded to the installation DERP manager for approval.
- If the request is denied, the Army must inform the RAB in writing, give the reason for the denial and recommend alternatives for achieving the desired assistance.
- The RAB can appeal the decision.





# Appeal Ground Rules



- The majority of RAB community members must agree to the appeal.
- RAB must appoint a single spokesperson for the appeal.
- Written justification must accompany the appeal.
- The Chain of Command for the appeal process is:
  - Installation DERP manager; USAEC DERP manager; Army Headquarters staff (OACSIM-ISE); and finally DASA(ESOH). DASA(ESOH) is the highest authority for an appeal.
- Appeals process cannot skip or pass command levels.





# Funding



- There is no separate appropriation for TAPP.
- Army funds TAPP projects from the installation's allocation of Environmental Restoration, Army (ER,A) funds.
- Current policy limits TAPP expenditures to \$25,000 annually or one percent of the costs to complete restoration activities, whichever is less, and a lifetime maximum of \$100,000 per installation.
- Waivers to these limits granted on a case by case basis.





# Procurement Process



- An accelerated procurement procedure (i.e. purchase orders) is used.
- TAPP contracts are awarded on the basis of competitive bid among contractors registered in the Central Contractor Register and who meet the specified criteria.
- The Army Procurement Office is the contract manager.
- The installation co-chair serves as the liaison between the RAB community members and the procurement office.





# Procurement Process



- As part of the application process, the RAB may nominate potential assistance providers.
- Once the RAB initiates a request for TAPP, it should have no more contact with the potential contractors or the procurement office until the contract is awarded.
- The Government will select a provider offering the best value to the government.





# Procurement Process



- Community members of the RAB may be asked to review and provide comment on potential providers should more than one meet the established criteria.
- The procurement process can take 8 to 10 weeks.





# TAPP Provider Qualifications



- **TAPP providers must have**
  - Knowledge of hazardous substance issues and laws
  - Academic training in a relevant discipline; and
  - The ability to review, understand and put technical information into terms understandable to lay persons.
- **TAPP providers should have:**
  - Experience working on hazardous substance problems
  - Experience in making technical presentations
  - Demonstrated writing skills
  - Experience working with community groups.





# For More Information



- [TAPP Rule](#)
  - [http://www.access.gpo.gov/nara/cfr/waisidx\\_08/32cfr203\\_08.html](http://www.access.gpo.gov/nara/cfr/waisidx_08/32cfr203_08.html)
- Fort Meade EMS Website – RAB Tab – TAPP Tab
  - <http://www.fortmeade-ems.org/public/environmental/default.asp>





# Points of Contact



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