

**CALIFORNIA NEPA SELF ASSESSMENT  
OCTOBER 2006**

*INSTRUCTIONS:* Answer the following questions for your field office/district office in a narrative form. Completed responses should be signed by the field manager/district manager and returned to Tony Danna at the California State Office. Additionally, electronic responses should be emailed to Jack Mills and Eli Ilano. Any questions related to completing this assessment should be directed to either Jack Mills (916-978-4636) or Eli Ilano (916-978-4427).

**A. BACKGROUND INFORMATION**

**1. Field or District Office:**

**2. Describe Existing Organization Structure/Funding of NEPA Compliance in Field/district office:**

- Identify individual(s) responsible, major duties and their location in organization.
- Indicate whether Full Time or collateral duty; if collateral, identify portion of FTE devoted to NEPA.
- Identify proportion of NEPA position(s) funded by 1610; indicate other subactivities and approximate percentage of funding.

**3. Number and Complexity of NEPA documents Prepared**

- Identify average number of NEPA documents prepared annually by category (CX, EA, EIS); summarize the complexity and level of controversy associated with preparation of these documents.

**B. SELF EVALUATION OF EFFECTIVENESS**

**1. Briefly discuss your assessment of effectiveness of NEPA compliance in the FO; describe what is working and what needs improvement in the following areas:**

- Coordination and Project Management – how does your field office assign NEPA responsibilities; what is the skill level and expertise of NEPA coordinator; how effective is internal quality control; what management tools are used to make NEPA compliance efficient and effective within your office?
- Technical writing skills – What is level of technical writing skill among NEPA authors; have opportunities to improve writing skills been provided to key staff; what areas most need attention?

- Public participation – how does your field office provide for effective public involvement in NEPA; what procedures are used for public notification including maintaining NEPA registers on-line; how does your office determine when public review of a NEPA document is warranted?
- Scarce skills – how are scarce skills such as air quality, socioeconomics, and other areas incorporated in NEPA process?
- Maintaining administrative records – how does your office establish and maintain administrative records relating to NEPA; does your office consolidate all records in electronic data base?
- Technical and Legal support – how does your office ensure appropriate technical and legal support for potentially controversial actions; how does your office ensure that it can keep apprised of current legal strategies and ruling relating to NEPA?
- Technical expertise and training – what is general level of NEPA technical expertise and skill of your office; how does your office maintain technical expertise and adequate training for key staff members; what specific training has been provided on-site during past 2-3 years and what additional needs are identified?
- Emerging Issues – how does your office address cumulative impacts, adaptive management, public review of EAs, and other emerging NEPA issues; how are new fuels and energy CXs being used?

### **C. GUIDANCE AND TRAINING NEEDS**

1. Identify the specific areas in which additional guidance and training are needed for your field office; identify the priority associated with each need.

### **D. OTHER INFORMATION**

1. Include any additional information or recommendations you wish to add to this self assessment.

### **E. MANAGER APPROVAL**

1. Approval of the assessment findings and recommendations by the field or district manager