



ATTACHMENT 9.4.2 (12509-SPD EIS SOP)
NOI Transmittal Letter (Template)

REPLY TO

[Date]

ATTENTION OF:

Regulatory Division

Mr. David B. Olson
U.S. Army Corps of Engineers
Headquarters, Directorate of Civil Works
Operations and Regulatory Community of Practice
441 G Street, NW
Washington, D.C. 20314-1000

-OR-

Ms. Brenda Bowen
Army Federal Register Liaison Officer
U.S. Army Records Management and Declassification Agency
Attn: JDRP-RDR-C, Casey Building, Room 102
7701 Telegraph Road
Alexandria, Virginia 22315-3860

Dear Mr. Olson [or Ms. Bowen]:

I have enclosed three originally signed copies and a compact disc with a Microsoft Word electronic file of our Notice of Intent (NOI) to prepare an Environmental Impact Statement (EIS) for the proposed [Project Name], located in [City, County, State] for publication in the *Federal Register* in accordance with the Council of Environmental Quality (CEQ) final regulations implementing the procedural provisions of the National Environmental Policy Act of 1969, as amended. Our proposed publication date for the NOI in the *Federal Register* is [Month Day, Year] and the proposed date for public distribution of the Draft EIS is [Month, Year].

Thank you in advance for your assistance. If you have any questions, please contact [Name of Regulatory PM] of my staff at [telephone number] or [email address].

Sincerely,

Current Approved Version: 1/30/2013. Printed copies are for "Information Only." The controlled version resides on the SPD QMS SharePoint Portal.

[Name]
[Title]

Enclosures