



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

AFI32-7001_AFGM2017-01

3 October 2017

MEMORANDUM FOR DISTRIBUTION C
MAJCOMs/FOAs/DRUs

FROM: HQ USAF/A4
1260 Air Force Pentagon
Washington DC 20030-1260

SUBJECT: Air Force Guidance Memorandum to AFI 32-7001, *Environmental Management*

By Order of the Secretary of the Air Force, this Air Force Guidance Memorandum immediately changes AFI 32-7001. Compliance with this Memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*.

This Guidance Memorandum updates Air Force environmental management instructions by incorporating AFIMSC roles and responsibilities, clarifying management controls, updating management system and information requirements, and revising the environmental inspection process consistent with AFI 90-201, *Air Force Inspection System*. Changes to AFI 32-7001 are included in the attachment to this Memorandum.

This Memorandum becomes void after one year has elapsed from the date of this Memorandum, or upon incorporation by interim change to, or rewrite of AFI 32-7001, whichever is earlier.

JOHN B. COOPER
Lieutenant General, USAF
DCS/Logistics, Engineering & Force Protection

Attachment:
AFGM2017-01, Changes to AFI 32-7001, *Environmental Management*

Guidance Changes

(Replace the following paragraphs as shown below):

1.2. Vision. The AF EMS vision is for an effective framework to meet AF environmental obligations while achieving the mission in air, space, and cyberspace. The AF will remain committed to its environmental priorities and expect all Airmen to stay vigilant in minimizing the environmental risk and maintaining compliance in the execution of our global mission. Figure 1.1 illustrates the linkage between the EMS framework and AF guidance. In line with the vision and IAW AFD 90-8, the AF is committed to the following three priorities:

1.3.1. EMS Implementation and Maintenance. Per Executive Order (E.O.) 13693, *Planning for Federal Sustainability in the Next Decade*, and DoDI 4715.17, *Environmental Management Systems*, the AF will continue to implement and deploy formal EMSs as the appropriate framework to meet the goals of the E.O., the SAF/IE ESOH priorities of AFD 32-70, and to achieve the desired performance in environmental management and sustainability. The AF will ensure the EMS aligns with the International Organization for Standardization (ISO) 14001 standard, *Environmental Management Systems – Requirements with Guidance for Use*, and subsequent updates, IAW federal, Department of Defense (DoD), and AF policy directives and guidance. The AF will ensure the EMS sustains and enhances mission capability by:

1.3.1.3. Sustaining natural, cultural, built, and human resources that impact the environment, to include ensuring readiness by providing access to adequate natural infrastructure (NI), such as air, land, water, flora, and fauna assets, to support mission accomplishment.

1.3.1.4. Communicating environmental program health by establishing criteria, tracking and reporting EMS effectiveness and incorporating EMS management reviews into Environmental, Safety, and Occupational Health Councils (ESOHCs) at all AF levels.

1.3.1.6. Ensuring elements of the EMS framework are tied to mission specific operations of appropriate organizational-levels.

1.3.1.7. Developing and implementing goals and objectives that meet or exceed applicable federal, DoD, and AF performance measures.

(Add following paragraphs 1.4.5 and 1.4.6 shown below):

1.4.5. eDASH. eDASH is the AF's active duty and reserve online Microsoft SharePoint tool that supports the EMS standardization methodology and approach as the one stop source for AF environmental and sustainability programs at all levels. It provides a central repository and clearing house for AF enterprise-wide programs to ensure consistent procedures and performance measures for more efficient and effective information management exchange, communications, operational controls, and program management reviews at all levels. The eDASH website (<https://cs2.eis.af.mil/sites/10040/>) functions as an electronic EMS manual that fulfills the requirements of this Instruction to develop and maintain effective processes and EMS

documentation (if populated and maintained IAW this Instruction) to ensure conformance and mission effectiveness.

1.4.6. **VEMO.** VEMO functions and provides the same objective for the ANG as eDASH, but is based on the ANG's unique requirements and authorities and is thus aligned independent of eDASH. VEMO serves as the functioning organizational EMS manual for ANG, as well as a tool to aid in communication between NGB/A4A, AF, and individual ANG installations. The VEMO websites (<https://intelshare.intelink.gov/sites/vemo>) fulfill the requirements of this Instruction to develop and maintain effective processes and EMS documentation (if populated and maintained IAW this Instruction).

(Replace the following paragraphs as shown below):

2.12. Air Force Installation and Mission Support Center (AFIMSC) provides cross-functional integration and program resource advocacy for AF-wide active installation and mission support activities. AFIMSC shall:

2.12.1. Incorporate sustainment and environmental principles into mission support planning, procedures, and training.

2.12.2. Implement corporate investment strategies involving the EMS by consulting with HQ Air Force Directorate of Civil Engineers (AF/A4C), and the Air Force Civil Engineer Center, Environmental Management Directorate (AFCEC/CZ), regarding the achievement of mandated E.O. 13693 and other relevant E.O. or DoD goals/objectives.

2.12.3. Develop and advocate for the EQ POM as the Program Element Monitor (PEM), to include providing consultation, oversight, and resource advocacy for POM programming, and being the primary focal point for communicating AF environmental program budget guidance, requirements and impacts of budget cuts. Coordinate the EQ POM with appropriate HAF and AFCEC/CZ Program Managers.

2.12.4. Publish annual programming and POM process/procedures or updates based on HAF and OSD funding policies/priorities, and ensure POM programming strategy and guidance is executed within fiscal constraints.

2.12.5. Support responsible parties in the strategy, doctrine, policy, and engagement for POM planning and programming, to include participating in PEM parades as the focal point for advocating environmental requirements in the AF strategy, planning, programming and budgeting process.

(Add the following new paragraphs 2.12.6 to 2.12.12 shown below):

2.12.6. Complete and provide AF level information and briefings for annual environmental POM program reviews with HAF and OSD, SAF/FM Load Sheets, Budget Estimate Submission (BES) "J-Book", President's Budget "J-Book", Staffer Day preparation, and other PEM duties as applicable.

2.12.7. Obtain validated and prioritized EQ requirements from AFCEC/CZ for an Asset Management based integrated program that ensures compliance with environmental law/regulations, Executive Orders, DOD and AF polices.

- 2.12.8. Coordinate with responsible parties (identified in this AFI) on policy, oversight, POM, and engagement for EQ programs/requirements.
- 2.12.9. Provide resource advocacy for environmental restoration outside the United States IAW AFI 32-7091, *Environmental Management Outside the United States*.
- 2.12.10. Coordinate with responsible parties on policy, oversight, POM, and engagement for environmental restoration outside the United States IAW AFI 32-7091.
- 2.12.11. Provide resource advocacy for the Environmental Impact Analysis Process (EIAP).
- 2.12.12. Coordinate with responsible parties on oversight, POM, and engagement for the EIAP IAW AFI 32-7061, *EIAP*, and AFI 32-7091.

(Replace the following paragraphs as shown below):

2.13.1. Have centralized responsibility for executing an effective AF EQ program in support of active installations. It provides program execution procedures and manages the centralized AF EMS, to include environmental programs, to ensure compliance, reduced risk, and continuous improvement. (T-1).

2.13.3. Ensure internal and external Environmental Inspection Process (EIP) assessments are conducted IAW requirements outlined in DoDI 4715.05, *Environmental Compliance at Installations Outside the United States*, DoDI 4715.06, *Environmental Compliance in the United States*, DoDI 4715.17, *EMS*, and AFI 90-201, *The AF Inspection System*. (T-0).

2.13.9. Analyze and identify trends in AF compliance performance and distribute analysis as needed, to include providing lessons learned. (T-1). Communicate performance and compliance status to SAF/IE, HAF/A4C, and MAJCOMs through recurring management reviews and/or performance dashboards using eDASH. (T-1).

2.13.11. Participate in the HAF/A4C Environmental Shared Sub-Table and support and/or lead chartered panels or working groups (Ref Air Force Guidance Memorandum, *Civil Engineer Enterprise Governance*, 18 May 2017).

2.13.15.9. Conduct staff assistance assessments and support the AF Inspection System (AFIS) and EIP, including supplementing the MAJCOM Inspector General's (IG) Unit Effectiveness Inspection (UEI) team IAW AFI 90-201 and environmental self-inspection guidance detailed in the AF EMS playbook on the CE Portal (T-1):

<https://cs2.eis.af.mil/sites/10041/ceplaybooks/pages/default.aspx>

2.13.15.10. Participate in or support at least an annual HAF, MAJCOM and installation level ESOHC environmental program oversight review that conveys the effectiveness of the environmental program in the form of performance measurements and/or key performance indicators (KPI), EMS status, and informational briefings. (T-1). Use environmental dashboards on eDASH as appropriate to increase the efficiency of processes to view environmental data.

(Add the following new paragraphs 2.13.3.1 to 2.13.3.2 below):

2.13.3.1. Establish, maintain, and update environmental compliance Self-Assessment Communicators (SACs) within the HAF Inspector General's Management Internal Control Toolset (MICT) database for unit, workplace, and installation program-level inspections. Coordinate SAC updates with NGB/A4A and communicate changes with installations.

2.13.3.2. Ensure annual EIP documentation are maintained in eDASH/VEMO and compliance findings documented in the AF and ANG Finding Tracker Tools on eDASH/VEMO.

(Add the following new paragraphs 2.18.8 to 2.18.9 below):

2.18.8. NGB/A4A will provide program guidance and manage the ANG organizational/multi-site EMS, to include environmental programs that ensure compliance, reduce risk, and are continually improved.

2.18.9. AFRC/A4CA will provide direct installation support by ensuring environmental requirements are programmed, reviewed, validated, and executed to ensure environmental compliance, protect the natural infrastructure, or implement P2 opportunities.

(Replace the following paragraphs as shown below):

4.1. EQ Programming and Budgeting. This chapter is part of the EMS Planning Phase and provides guidance on programming and budgeting for the AF EQ Program. The EQ Programming and Budgeting process provides the necessary resources to achieve the goals and objectives of the AF Strategic Plan, the organizational-level, multi-site, or installation EMS, or other major program objectives; and instructions resulting in an auditable and transparent budget. The EQ program includes the Program Elements (PEs) of compliance, conservation, and P2. The EQ program includes only limited cleanup of environmental contamination. See paragraph 4.4 below.

4.1.1. Three documents govern the EQ Programming and Budgeting process: EQ Programming Matrix, EQ Standard Titles, and EQ Scoring Model. The EQ Programming Matrix identified in Attachment 4, is the authoritative source for determining environmental O&M funding eligibility. Latest electronic version with specific information and updates is available on the eDASH (or VEMO for the Guard) EQ PPBE page: (<https://cs2.eis.af.mil/sites/10040/>). Additional, and more detailed guidance, can be found in the EQ Programming and Budgeting Process playbook published on the A4C Portal: <https://cs2.eis.af.mil/sites/10041/ceplaybooks/pages/default.aspx>

4.4. Spill Response and Cleanup. Projects to cleanup environmental contamination IAW DoD and Air Force Environmental Restoration Program (ERP) requirements are not funded using EQ funds. For programming and budgeting information about the Air Force ERP, see AFI 32-7020, *The Environmental Restoration Program*. For eligibility regarding cleanup of environmental

contamination outside the ERP, see the EQ Programming Matrix for Non-Environmental Restoration Account Cleanup and Overseas Remediation.

(Replace the following paragraphs 7.2 and 7.2.1 as shown below):

7.2. Environmental Inspection Process (EIP). The EIP is part of the EMS Check Phase. Installations will conduct EMS conformance and compliance self-assessments, and track preventative/corrective actions, IAW DoDI 4715.17, DoDI 4715.06, AFI 90-201, AFI 90-801, and other HAF/A4C and AFCEC/CZ guidance. **(T-0)**. Latest AFCEC/CZ playbook environmental inspection guidance, with detailed procedures, is available on the AF CE Portal: <https://cs2.eis.af.mil/sites/10041/ceplaybooks/pages/default.aspx>

7.2.1. All organizational-levels are required to complete internal environmental self-inspections through their Wing IG Commander's Inspection Program (CCIP) IAW AFI 90-201. (T-1). AFCEC Intermediate Environmental Functions (IEFs) and multi-site/installation EMS Cross-Functional Teams (CFTs) will supplement AFCEC/CZ procedures to document organization-specific AFIS and EIP requirements, inspection frequency, and roles and responsibilities. (T-1). ANG ONLY: ANG Installations can access VEMO for additional EMS guidance regarding AFIS and EIP. NGB/A4A will document specific AFIS and EIP requirements on VEMO. ANG installation CFTs shall supplement NGB/A4A procedures to document installation specific AFIS and EIP requirements, inspection frequency, and roles and responsibilities. (T-1). These procedures shall be reviewed at least annually. (T-2).

(Add the following new paragraphs 7.2.6, 7.2.6.1, 7.2.6.2 and 7.2.6.3 below):

7.2.6. **UEI.** The UEI cycle begins at the conclusion of the previous cycle's Capstone Event IAW AFI 90-201. The UEI includes a continual evaluation period where MAJCOMs and functionals conduct an independent assessment of CCIP effectiveness and compliance using virtual and on-site Site Assistance Visits (SAVs) and Mid-Point Inspections. The cycle culminates with the Capstone Event.

7.2.6.1. AF and ANG Readiness Center inspectors and sensors shall review each protocol identified in AFI 90-201, Attachment 3 (Table A3.1) at least once per UEI cycle. (T-1).

7.2.6.2. AFCEC IEFs, ANG Readiness Center, and AFRC shall document their periodic continual evaluations in the AF Continual Evaluation Tool on eDASH or ANG approved systems IAW AFIMSC/AFCEC, NGB/IG, NGB/A4AN, and AFRC guidance. (T-1).

7.2.6.3. Continual evaluation results shall be communicated to installations IAW AFI 90-201 and AFIMSC/AFCEC, NGB/IG, NGB/A4AN, and AFRC guidance and procedures. (T-1).

(Add the following new paragraphs 7.4.4, 7.4.4.1 and 7.4.4.2 below):

7.4.4. **Quality Assurance.** Installations shall implement DoDI 4715.15, *Environmental Quality Systems*, in cases where environmental sampling and testing services are performed in support of all applicable environmental compliance laws and regulations. (T-0). The DoDI requires that

quality assurance surveillance be performed IAW the American Society for Quality/American National Standards Institute Standard E4-2014.

7.4.4.1. Also, installations, in concert with AFCEC/CZ or NGB/A4A, will ensure environmental laboratories providing services for the AF possess any required State or host nation certification and have an established and documented laboratory quality system that conforms to the International Organization for Standardization/International Electrotechnical Commission Standard 17025:2005. (T-0).

7.4.4.2. Environmental sampling or testing services procured by, or on behalf of, the AF, follow part 223 of the DoD Federal Acquisition Regulation Supplement, Procedures, Guidance, and Information to the DoD Federal Acquisition Regulation Supplement, *Acquisitions Involving Environmental Sampling and Testing Services*.

(Replace the following paragraph 8.1 as shown below):

8.1. Overview. The Management Review is part of the Act Phase of the EMS. IAW AFI 90-801, ESOHCs established at appropriate organizational-levels (e.g., HAF, MAJCOMs, ANGRC, installations) are required to conduct annual environmental management reviews (e.g., PMRs) to assess the suitability, adequacy, and effectiveness of the management system. The AFI 90-801 environmental PMR requirement is fulfilled by completing the annual Management Review using the eDASH Management Review Tool located within e-DASH tools on e-DASH (<https://cs2.eis.af.mil/sites/10040/>). ANG installations utilize the Management Review Tools and templates located on VEMO.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

(Added) DoDI 4715.15, *Environmental Quality Systems*

(Added) AFI 32-7091, *Environmental Management Outside the United States*

(Added) Air Force Guidance Memorandum, *Civil Engineer Enterprise Governance*, 18 May 2017

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**



AIR FORCE INSTRUCTION 32-7001

16 APRIL 2015

Incorporating Change 1, 8 April 2016

Civil Engineering

ENVIRONMENTAL MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ AF/A4CE, Energy and
Environment

Certified by: HQ AF/A4CE
(Mr. Kenneth J Caligiuri)

Pages: 132

Supersedes: AFI32-7001, 4 November
2011

This Instruction implements Department of Defense Instruction (DoDI) 4715.17, *Environmental Management Systems*, and Air Force Policy Directive (AFPD) 32-70, *Environmental Quality*, and is consistent with AFPD 90-8, *Environment, Safety, and Occupational Health*. This Instruction establishes environmental quality program requirements, assigns responsibilities for program elements, and contains program management and budgeting information for environmental management, except for environmental restoration. It establishes the framework for an Environmental Management System (EMS) at Headquarters, United States Air Force (HAF), the Air Force Civil Engineer Center (AFCEC), and at Air Force (AF) installations. Unless otherwise noted, the guidance and procedures outlined in this Instruction apply to all AF installations within the United States (U.S.), its territories, and in foreign countries. Additionally, this Air Force Instruction (AFI) applies to the Air National Guard (ANG), government-owned, contractor-operated (GOCO) facilities, direct reporting units (DRUs), Air Force Reserve (AFRC) Units and field-operating agencies (FOAs) not located on AF installations. Organizations, to include the Major Commands (MAJCOMs), ANG, and AFRC, may supplement this instruction. MAJCOM OPR for Supplements ensures draft publication is routed to AF/A4C for coordination prior to certification and approval. Further, the ANG or AFRC, will support the intent of this AFI, but where needed may prepare an appropriate policy, supplement, guidance, and/or procedural document reflecting its unique legal status, resources, and structure, as recognized by the reserve component authorities of Title 10 of the United States Code (U.S.C.), AF Doctrine and other governing authorities. Other commands send one copy of each supplement to the next higher headquarters (HHQ). Refer recommended changes and questions about this publication to

the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. Ensure that all records created because of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the AF.

SUMMARY OF CHANGES

This revision incorporates Interim Change (IC) 1. This IC (1) updates compliance statements and tier waiver authorities to ensure consistent tiering; (2) updates the office symbols of organizations; (3) adds a new Attachment 4 with Table to incorporate and formalize the latest version of the Environmental Quality Programming Matrix; (4) adds a new Attachment 5 with reference to additional Environmental Programming guidance/processes; (4) updates references to Executive Orders; (5) updates links to and use of CE’s SharePoint sites, e-DASH and the CE Portal; and (6) adds clarification to environmental self-assessment requirements consistent with AFI 90-201, *The Air Force Inspection System*. AF-specific policy implementation remains in this Instruction, however, additional and more detailed standard guidance is available in the non-directive EMS playbook published on the AF Civil Engineering (A4C) Portal: <https://cs1.eis.af.mil/sites/ceportal/CEPlaybooks/Pages/default.aspx>. A margin bar (|) indicates newly revised material.

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Chapter 1

OVERVIEW

1.1. Purpose. This Instruction establishes an EMS, consistent with AFPD 90-8, as the framework for continual program and process improvement through clearly defined environmental roles and responsibilities, planning requirements, budgeting, effective implementation and operation, and management review.

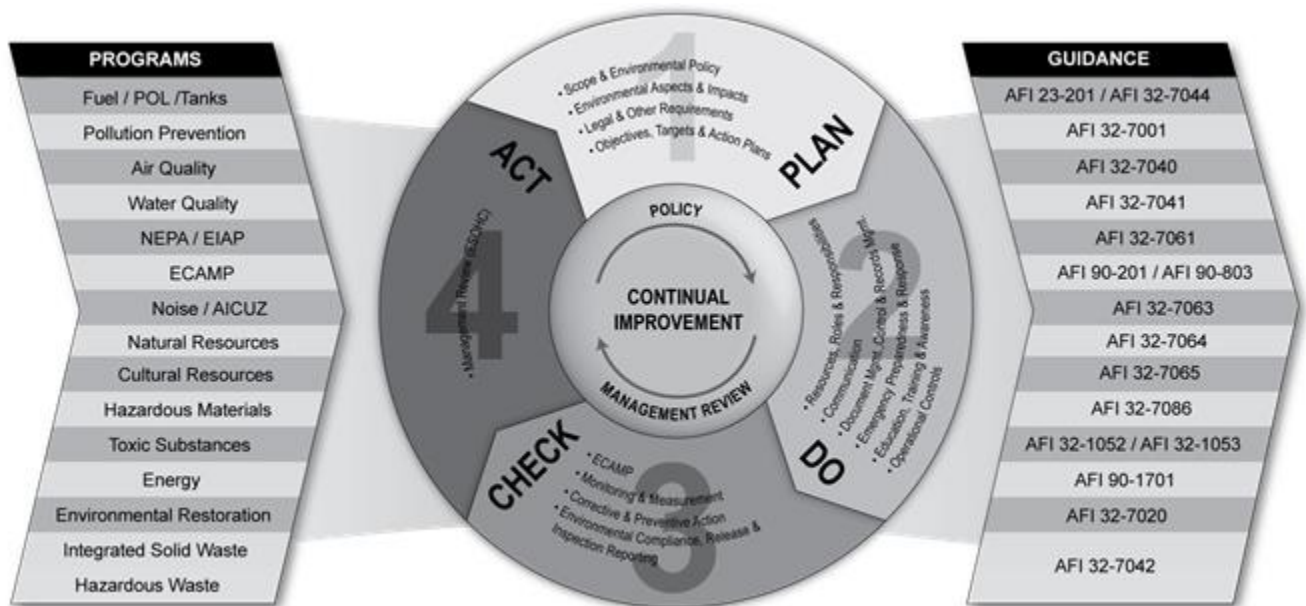
1.2. Vision. The AF EMS vision is for an effective framework to meet AF environmental obligations while achieving the mission in air, space, and cyberspace. Figure 1.1 illustrates the linkage between the EMS framework and AF guidance. In line with the vision, the AF is committed to the following three priorities:

1.2.1. Compliance. Comply with all environmental legal obligations and regulatory guidelines.

1.2.2. Risk Reduction. Develop a standardized approach to protect AF assets, personnel, and material by effectively identifying and managing risks from environmental encroachment.

1.2.3. Continuous Improvement. Instill a culture that encourages and supports continuous improvement in order to reduce environmental impacts and regulatory burden.

Figure 1.1. Air Force EMS Vision.



1.3. Concepts.

1.3.1. EMS Implementation and Maintenance. Per Executive Order (E.O.) 13693, *Planning for Federal Sustainability in the Next Decade* and DoDI 4715.17, *Environmental Management System*, the AF shall establish and maintain an EMS. The AF will ensure the EMS conforms to the International Organization for Standardization (ISO) 14001:2004 standard, *Environmental Management Systems – Requirements with guidance for use*, and subsequent updates, IAW federal and Department of Defense (DoD) guidelines. The AF will ensure the EMS sustains and enhances mission capability by:

1.3.1.1. Maintaining compliance with all applicable environmental laws, regulations, and policy requirements.

1.3.1.2. Reducing compliance burden by implementing pollution prevention (P2) solutions that reduce the quantity and impact of pollutants.

1.3.1.3. Sustaining natural, cultural, built, and human resources.

1.3.1.4. Incorporating EMS and Environmental, Safety, and Occupational Health (ESOH) considerations into installation Air Force Smart Operations for the 21st Century (AFSO21) Lean Events to improve mission capacity and prevent waste.

1.3.1.5. Providing community outreach to increase awareness of environmental issues.

1.3.1.6. Incorporating EMS elements into specific operations of appropriate organizational-levels and installations.

1.3.1.7. Meeting or exceeding current Office of Management and Budget (OMB), DoD, and AF performance measures.

1.4. Methodology.

1.4.1. Asset Management (AM). Enhancing the existing compliance-focused environmental program with AM and EMS principles allows the AF to: sustain and modernize its asset portfolio; increase mission capability; achieve federal sustainability goals; maintain compliance with federal, state, and local laws, country-specific Final Governing Standards (FGSs) or DoD Overseas Environmental Baseline Guidance Document (OEBGD) standards if no FGSs exist, binding obligations under international agreements, and DoD and AF policy and guidance; and restore contaminated sites with reduced environmental mission impacts.

1.4.2. EMS Framework. This Instruction provides HAF, AFCEC, FOAs, DRUs, installations, and all other AF units with a framework for developing and maintaining either an organizational-level EMS or an installation EMS. It integrates environmental impact analysis, operational risk management, and P2 into the EMS to institute sustainable practices across the AF mission and reduce both environmental risk and the AF's environmental footprint. This Instruction establishes key requirements using EMS principles for planning, programming, implementing, and monitoring to ensure an effective environmental program.

1.4.3. Weapon Systems (WSs). WS acquisition and sustainment program offices follow the systems engineering policy and guidance in DoDI 5000.02, *Operation of the Defense Acquisition System*, The Defense Acquisition Guidebook, and AFI 63-101, *Integrated Life Cycle Management* (Chapter 5), to manage the environmental aspects and possible impacts of the systems they develop and sustain. These systems engineering policies and procedures

comply with the intent and the requirements of an EMS. AFI 32-7001 and AFI 32-7086, *Hazardous Materials Management*, link the installation and organizational-level EMS to these acquisition and sustainment systems engineering processes. When an EMS Cross-Functional Team (CFT) identifies environmental aspects that need to be addressed by changes to the WS design or procedures, the EMS team uses the procedures in these 32-series documents to insert those needs into the WS change processes.

1.4.4. EMS playbook. Additional and more detailed information can be found in the non-directive process EMS playbook published on the AF CE A4C Portal.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. The Assistant Secretary of the Air Force for Installations, Environment, and Energy (SAF/IE) shall:

2.1.1. Establish and issue overarching environmental policy/guidance, including AF EMS guidance, for all AF installations IAW AFI 33-360. Provide direction and program oversight for all environmental matters pertaining to the formulation, review, and execution of environmental plans, policies, budgets, and AF positions regarding federal and state environmental legislation and regulations.

2.1.2. Identify applicable legal and other requirements that the AF adheres and subscribes to as part of its environmental and AM processes.

2.1.3. Develop environmental program strategic goals and objectives IAW E.O. 13693 and DoDI 4715.17.

2.1.4. Establish EMS performance measures and assign responsibility.

2.1.5. Collect, analyze and report AF-wide performance information to the Office of the Secretary of Defense (OSD), to include Environmental Management Review performance measures and E.O. 13693 Strategic Sustainability Performance Plan (SSPP) objectives and targets.

2.1.6. Serve as the principal AF representative on all environmental management issues with OSD staff, federal agencies, and Congress.

2.1.7. Establish procedures for communication with interested external parties.

2.1.8. Coordinate with Assistant Secretary of the Air Force for Acquisition (SAF/AQ) to:

2.1.8.1. Establish policy, assign responsibility, and provide direction for sustainable procurement of goods and services pursuant to E.O. 13693 in a manner that meets or exceeds the requirements of the AF Sustainable Procurement Program (SPP), all relevant laws, regulations, E.O.s, and DoD policy.

2.1.8.2. Support changes to contracting policies, regulations, and procedures that facilitate reducing environmental impacts to include compliance with federal regulations and guidelines.

2.1.8.3. Provide policy that implements the AF SPP in a manner that meets or exceeds the requirements of all relevant laws, regulations, E.O.s, and DoD policy.

2.1.8.4. Monitor performance with the SPP, and report status to OSD, as appropriate.

2.1.8.5. Promote the purchase of environmentally preferable products and services, and the use of environmentally benign materials that minimize risk to human health and the environment under the SPP.

2.1.9. Conduct HAF Environmental, Safety, and Occupational Health Council (ESOHC) and ESOH Steering Committee meetings. Conduct senior level review of the AF EMS IAW AFI 90-801, *Environment, Safety, and Occupational Health Governance*.

2.1.10. Perform, or delegate through the appropriate chain of command, overseas responsibilities (including maintenance of the OEBGD) as outlined for Heads of DoD Components in DoDI 4715.05, *Environmental Compliance at Installations Outside the United States*.

2.1.11. Have responsibility for environmental protection policy matters as described in AFPD 90-11, *Strategic Planning, and Policy Formulation*, paragraph 5.2.

2.1.12. Serve as the Department of the AF's Senior Sustainability Official and have responsibility for overseeing the establishment of E.O. 13693 sustainability performance goals and objectives; approving the Department's sustainability plans; managing policy, strategy, international relations, and interagency relations that pertain to or have an impact on sustainability; and serving as the primary interface to OSD for sustainability matters. The SAF/IE designates the AF representative to the DoD Senior Sustainability Council.

2.2. The Assistant Secretary of the Air Force for Acquisition (SAF/AQ) shall:

2.2.1. Include environmental risk management concepts and responsibilities in the education and training of acquisition personnel.

2.2.2. Incorporate environmental risk management/risk reduction into systems engineering and the acquisition decision-making process. Ensure that these environmental risk management policies and processes are aligned with the tenets and requirements of an EMS. Work with AF/A4C to build links between installation and organizational-level EMSs and systems engineering environmental risk management that are consistent with the AF Integrated Life Cycle Management approach.

2.2.3. Ensure environmental compliance at GOCO facilities.

2.2.4. Support and incorporate changes to contracting policies, regulations, and procedures that facilitate reducing environmental impact to include compliance with federal regulations and guidelines.

2.2.5. Provide policy that implements the DoD and AF SPP in a manner that meets or exceeds the requirements of all relevant laws, regulations, E.O.s, and DoD policy.

2.2.6. Monitor/Track SPP compliance and report status to OSD.

2.2.7. Develop guidance on the application of P2 technologies in AF contracts.

2.2.8. Develop guidance on the application and inclusion of EMS language in appropriate contracts.

2.3. The Assistant Secretary of the Air Force for Financial Management and Comptroller (SAF/FM) shall:

2.3.1. Include environmental risk management concepts and responsibilities in the education and training of financial management/comptroller personnel.

2.3.2. Ensure scoring of environmental risk data analysis for financial project management and programming.

2.3.3. Ensure fiscal oversight for environmental compliance at GOCO plants.

2.3.4. Develop and incorporate comprehensive environmental requirements into financial policies and procedures.

2.4. The Assistant Secretary of the Air Force, Office of Public Affairs (SAF/PA) shall:

2.4.1. Communicate AF environmental messages, initiatives, and successes to internal and external audiences including international, national, regional, state, and local audiences, utilizing AF, AFCEC, FOA, and installation-level Public Affairs (PA) offices.

2.5. The Assistant Secretary of the Air Force, General Counsel of the AF (SAF/GC) shall:

2.5.1. Provide legal advice to the Secretary of the Air Force (SAF) concerning all matters associated with environmental laws and other applicable legal requirements.

2.5.2. The General Counsel is the principal legal adviser to the SAF with respect to all legal issues and regulatory requirements relevant to the AF, and as appropriate in its discretion, advises the Air Staff and, as appropriate, all elements of the AF. Depending on the legal issues and governing documents relating to the issues, SAF/GC consults with the Air Force Legal Operations Agency (AFLOA) or other AF legal service providers.

2.6. The Headquarters, United States Air Force, Deputy Chief of Staff for Logistics, Installations, & Mission Support, Directorate of Civil Engineers (A4C) shall:

2.6.1. Maintain HAF organizational EMS to include developing environmental implementing instructions and programmatic guidance for operations worldwide.

2.6.2. Monitor and analyze AF-wide overall environmental program performance in relation to Natural Infrastructure (NI) and Built Infrastructure (BI) to meet mission requirements and promote sound AM. Identify trends, resource requirements, and corrective actions.

2.6.3. Identify the applicable legal and other requirements that the AF adheres and subscribes to as part of its environmental and AM processes.

2.6.4. Develop environmental program goals, objectives, and targets. Coordinate with other HAF organizations to ensure consideration of environmental aspects not owned by CE, to include energy use, transportation, maintenance activities, and operational ranges, IAW E.O. 13693.

2.6.5. Establish EMS performance measures and assign responsibility.

2.6.6. Assist SAF/IE with collecting, analyzing, and reporting AF-wide performance measures and information, to include OSD Environmental Management Review performance measures, E.O. 13693 SSPP objectives and targets, and metrics for recurring HAF ESOHC reviews.

2.6.7. Advocate for environmental funding through the Planning, Programming, Budgeting, and Execution (PPBE) process.

2.6.8. Provide review and approval of Environmental Quality (EQ) Program Objective Memorandum (POM).

2.6.8.1. Maintain EQ programming matrix.

2.6.8.2. Provide oversight of the EQ Integrated Priority List (IPL) and help approve the final IPL.

2.6.8.3. Review and approve centralized EMS and Environmental Information management and technology (IT) tool investments.

2.6.9. Establish and maintain cooperative working relationships with HQ/federal-level environmental regulators, OSD, AF MAJCOMs and other stakeholders.

2.6.10. Coordinate and analyze environmental performance reporting, compliance tracking, and resource needs.

2.6.11. Participate in HAF ESOHC and ESOH Steering Committee.

2.6.12. Oversee process to validate and approve environmental education and training requirements through the CE Governance Structure and AF Learning Committee process. Issue environmental education and training implementation instructions and programmatic guidance consistent with OSD and HAF, Deputy Chief of Staff for Manpower and Personnel (HQ USAF/A1) policies.

2.6.13. Review and provide input on environmental requirements during HAF reviews of capability documents and performance-based agreements/performance work statements (PWS) for WS product support.

2.6.14. Provide guidance to implement an awareness program to promote the AF EMS and SPP.

2.6.15. Ensure the AF EMS facilitates and supports AF Planning Readiness (PR) to include reducing the time and cost for compliance with the National Environmental Policy Act (NEPA) and the Environmental Impact Analysis Process (EIAP) IAW 32 Code of Federal Regulations (C.F.R.) Part 989.

2.7. The Headquarters, United States Air Force, Deputy Chief of Staff for Manpower and Personnel (A1) shall:

2.7.1. Develop and oversee environmental training guidance for the development and management of formal technical training (non-flying), Advanced Distributive Learning (ADL), on-the-job training (OJT), ancillary and additional duty training, automated training record and learning management systems, Mission Readiness Training (MRT) and Basic Military Training (BMT).

2.7.2. Conduct the AF Learning Committee (AFLC) process that vets and approves ancillary training requirements, including applicable environmental requirements meeting ancillary training criteria.

2.8. The Headquarters, United States Air Force, Deputy Chief of Staff for Air, Space, and Information Operations Plans and Requirements (A3O) shall:

2.8.1. Incorporate environmental and sustainment principles into strategic and mission planning, policies, procedures, and training.

2.8.2. Appoint A3 environmental POCs to serve as the OPR for EMS to provide guidance to the MAJCOM and installation A3 environmental coordinators.

2.9. The Headquarters, United States Air Force, Deputy Chief of Staff for Logistics, Installations, & Mission Support - Directorate of Logistics (A4L) shall:

- 2.9.1. Advocate for projects and equipment that reduce the operational environmental burden through the PPBE process.
- 2.9.2. Incorporate EMS principles in policies, procedures, and training.
- 2.9.3. Appoint environmental POCs to serve as the OPRs for EMS to provide guidance to the MAJCOM and installation A4 environmental coordinators/counterparts.
- 2.9.4. Integrate environmental risk management and risk reduction into the sustainment decision-making process.
- 2.9.5. Align responsibilities of this AFI with Logistics (20-series) AFIs.
- 2.9.6. Ensure A4 personnel receive education and training on their environmental responsibilities.
- 2.9.7. Utilize the EMS IAW E.O.s 13423 and 13514 to identify and develop objectives and targets, in coordination with A4C, in order to address the aspects of A4 activities such as energy, transportation, weapons/ground maintenance, and supply chain management that impact the environment and help the AF achieve its stated environmental goals.

2.10. The Headquarters, United States Air Force, Surgeon General (SG) shall:

- 2.10.1. Incorporate occupational health and sustainment principles into strategic and mission planning, policies, procedures, and training.
- 2.10.2. Plan, program, and budget funding for drinking water surveillance associated with the protection of public health.
- 2.10.3. Ensure SG personnel receive education and training on their environmental responsibilities, as applicable.

2.11. The Headquarters, United States Air Force, Safety (SE) shall:

- 2.11.1. Incorporate safety and sustainment principles into strategic and mission planning, policies, procedures, and training.
- 2.11.2. Plan for applicable safety compliance and monitoring requirements to comply with regulations and advocate for projects and equipment through the PPBE process to reduce safety risks.
- 2.11.3. Ensure SE personnel receive education and training on their environmental responsibilities, as applicable.

2.12. The Headquarters, United States Air Force, Deputy Chief of Staff for Strategic Plans and Programs (A8) shall:

- 2.12.1. Incorporate sustainment and environmental principles into strategic and mission planning, policies, procedures, and training.
- 2.12.2. Assist in formulating and implementing corporate investment strategies for EMS and establishing communication with AFCEC Operations Directorate (AFCEC/CO) regarding the achievement of mandated E.O. 13693 and other relevant E.O. goals/objectives.
- 2.12.3. Integrate environmental requirements into the AF long-range planning process in cooperation with the DoD Lead Environmental Component (LEC), MAJCOM Directors of Plans and Programs, and other appropriate offices.

2.12.4. Consider environmental aspects in strategic planning and basing decisions.

2.12.5. Support the development and identification process for incorporating new significant environmental aspects into environmental actions plans (EAPs) to achieve AF environmental targets and objectives reducing or mitigating negative environmental impacts.

2.13. Air Force Civil Engineer Center, Environmental Management Directorate (AFCEC/CZ) shall:

2.13.1. Provide program guidance and manage the centralized AF EMS, to include environmental programs, to ensure compliance, reduced risk, and continuous improvement. **(T-1).**

2.13.2. Support the HAF and AFCEC defined visions, objectives, and targets (VOTs) to reduce impacts of environmental aspects by maintaining environmental programs and establishing installation or program specific objectives and targets to reduce environmental impacts. **(T-1).**

2.13.3. Ensure EMS and compliance audits are conducted IAW requirements outlined in DoDI 4715.06, *Environmental Compliance*, DoDI 4715.17, AFI 90-803, *Environmental, Safety, and Occupational Health Compliance Assessment Management Program*, and AFI 90-201. **(T-0).**

2.13.4. Assist in the collection, quality assurance, and analysis of data including environmental performance monitoring and reporting for the DoD and HAF ESOHC Environmental Management Reviews, DoD SSPP reporting, Annual Report to Congress and life cycle analysis of AF projects and processes, and NI/BI status and sustainable community reporting. **(T-0).**

2.13.5. Assist HQ USAF/A4C, other AFCEC Directorates, MAJCOMs, and installations in identifying, developing, and executing EQ and NI/BI asset sustainability requirements, to include the review and validation of the EQ submittal to the POM. **(T-1).** AFCEC/CZ will manage the development of an EQ IPL as part of the budgeting process. **(T-1).**

2.13.6. Manage the natural resource reimbursement account budgets and issue an annual call for budget proposals. **(T-1).**

2.13.7. Support and consult on weapon system pollution prevention (WSP2) initiatives. **(T-1).**

2.13.8. Assist in integrating operational and environmental sustainable concepts into planning, architectural design guidance, project and program scope, contracting, and funding. **(T-1).**

2.13.9. Analyze and identify trends in AF compliance performance and distribute analysis as needed, to include providing lessons learned. **(T-1).**

2.13.10. Provide subject matter experts (SMEs) for Continental United States (CONUS) and Outside the Continental United States (OCONUS) AF EQ and sustainability programs. SMEs shall:

2.13.10.1. Have an advisory/integrating role in WSP2. **(T-1).**

2.13.10.2. Provide technical and standardization guidance to develop, write, and coordinate guidance, directives, and doctrine (e.g., playbooks, environmental technical letters) for the AF environmental programs. **(T-1)**.

2.13.10.3. Develop recommendations for AF environmental compliance policy implementation guidance. **(T-1)**.

2.13.10.4. Support the development and update of technical criteria (e.g., AFIs, Unified Facilities Criteria (UFC), Engineering Technical Letters (ETL), etc.). **(T-1)**.

2.13.10.5. Provide reach back support to installations by participating in activities/initiatives to resolve complex environmental issues. (T-1). SME will provide technical guidance and consultation to ensure mission, technical initiatives, and objectives are met. **(T-1)**.

2.13.10.6. Manage and execute reserve and reimbursable accounts (e.g., Forestry Reserve Account). **(T-0)**.

2.13.10.7. Support SAF/IEE, HAF/A4C, or Regional Environmental Coordinator (REC) in interfacing with outside agencies and regulators (relating to the AF spectrum of CE needs), consulting with government stakeholders and authorized Non-Governmental Organizations (NGOs), and defending AF operational needs and liabilities. **(T-1)**.

2.13.10.8. Perform data trend analysis. **(T-1)**.

2.13.11. Lead and/or support HAF/A4C Environmental Program Group (EPG) chartered panels or working groups. **(T-1)**.

2.13.12. Participate in DoD/HAF working groups, as appropriate. **(T-2)**.

2.13.13. Participate in the A4C environmental education and training process. Identify education and training requirements for the Environmental Education and Training (EET) Working Group under the Integration Panel of the EPG. (T-1). AFCEC/CZ will obtain HAF/A1 approvals of ancillary and additional duty environmental education and training requirements. **(T-1)**.

2.13.14. Oversee the implementation of AF environmental policy, instructions, and guidance within AFCEC and at the installations as a focal point. **(T-1)**.

2.13.15. Manage the AF-wide standardized and organizational-level EMS: **(T-1)**.

2.13.15.1. Oversee execution to ensure installation environmental programs can achieve DoD/AF-level strategic intent and environmental goals and objectives; and establish VOTs and programmatic EAPs to reduce impacts of environmental aspects at the installations.

2.13.15.2. Develop supplemental guidance (playbooks), as necessary, to implement this Instruction.

2.13.15.3. Develop enterprise-wide AF-level significant aspects to include identifying unique environmental aspects and impacts associated with installation mission activities.

2.13.15.4. Appoint an AFCEC EMS Program Manager.

2.13.15.5. Analyze the effectiveness of the EMS across the AF.

2.13.15.6. Ensure established programs achieve AF defined objectives and targets to reduce impacts from AF activities.

2.13.15.7. Program, budget, and allocate resources to achieve EMS objectives, mitigate significant impacts, achieve compliance, and validate installation environmental requirements in AF approved project management software.

2.13.15.8. Provide oversight and management of environmental assessment programs.

2.13.15.9. Conduct staff assistance assessments and support the AF Inspection System (AFIS), including supplementing the MAJCOM Inspector General's (IG) Unit Effectiveness Inspection (UEI) team, IAW AFI 90-201 and environmental self-assessment requirements of AFI 90-803.

2.13.15.10. Participate in or support MAJCOM and installation ESOHC reviews and ensure it includes a review in the form of performance measurement dashboards, informational and status briefings of the MAJCOM organizational EMS as well as their installations' EMS performance, at least annually, and participation on FOA/MAJCOM ESOH working groups. Ensure ESOHC performs an annual review of the installations' EMS performance.

2.13.15.11. Appoint integrated process teams (IPTs) to support ESOHC, as necessary.

2.13.15.12. Coordinate revisions to the EQ programming matrix, EQ Standard Titles, and the EQ Scoring model.

2.13.15.13. Consult with MAJCOM Acquisitions Functions on SPP issues and provide guidance accordingly to the installations.

2.13.15.14. Support AF PR by collecting and reporting data on critical environmental parameters that could affect completion of NEPA actions and associated project execution timeframes.

2.13.15.15. Maintain current EMS and standardized tools on the AFCEC/CZ SharePoint-based Information Management site called "eDASH" (<https://cs1.eis.af.mil/sites/edash>).

2.13.16. Assist AFCEC Facility Engineering and AFCEC Operations, as appropriate, to support environmental requirements for installations and operations outside the U.S. (i.e. Overseas). **(T-1)**.

2.13.17. Maintain regional media program experts and an Intermediate Environmental Function (IEF) capability between the installations and HAF. **(T-1)**. The IEF is comprised of Installation Support Teams (ISTs) and AFCEC Pacific Division for installations in the U.S. For installations outside the U.S. (e.g., overseas, in a foreign country), the IEF is comprised of the AFCEC Europe and Pacific Divisions. The ANG Installations and Mission Support Directorate, Environmental Branch (NGB/A7AN) will serve as the IEF between ANG installations and AFCEC or HAF).

2.14. Air Force Civil Engineer Center, Facility Engineering Directorate (AFCEC/CF) shall:

2.14.1. Provide support to AFCEC/CZ by establishing an overseas IEF between the overseas installations and AFCEC/CZ via the AFCEC Europe Division and AFCEC Pacific Division. **(T-1)**.

- 2.14.1.1. Assist overseas installations with programming and execution requirements, and if needed, identify and program requirements, on behalf of the installation, using AF approved project management software (Automated Civil Engineer System-Project Management (ACES-PM) Module or approved next generation system).
 - 2.14.1.2. Provide direct installation support by initiating new permit applications, writing plans, and completing plan updates and permit renewals.
 - 2.14.1.3. Program, review, evaluate, validate, and execute projects or opportunities.
 - 2.14.1.4. Serve as an installation advocate and focal point for execution, addressing regional or Host Nation issues, and leading regional enterprise initiatives.
 - 2.14.1.5. Develop, acquire, and oversee contracts within their geographical span of control.
 - 2.14.1.6. Provide support to the PACAF and USAFE MAJCOM ESOHCs, as appropriate, in the form of performance measurement dashboards, informational and status briefings, and participation on FOA/MAJCOM ESOH working groups. Ensure ESOHC performs an annual review of the installations' EMS performance.
 - 2.14.1.7. Assist installations in overseas locations to comply with applicable international agreement requirements, FGS, and if no FGS exists, the OEBGD.
 - 2.14.1.8. Oversee execution to ensure installation environmental programs are maintained to achieve stated AF environmental goals and objectives; and establish VOTs to reduce impacts of environmental aspects at the installations.
- 2.14.2. Provide additional support for installations and operations outside the U.S. (i.e., Overseas). **(T-1)**.
- 2.14.2.1. When authorized, consult or coordinate on environmental issues with the appropriate DoD LEC, in-theater geographic combatant command, HAF/A4C, and other DoD Components operating in country, whichever is appropriate.
 - 2.14.2.2. Advise the LEC on essential overseas environmental matters accordingly. Unless otherwise authorized, seek permission from the LEC, if required, to meet or consult with Host Nation environmental regulatory authorities to discuss AF initiatives to achieve high P2 standards and efforts to maintain the quality of the environment and NI.
 - 2.14.2.3. Advise HAF/A4C and AFCEC/CZ of current and challenging overseas technical, innovative, and/or critical environmental developments and trends, and any new requirements that would significantly affect AF mission abroad. Maintain and provide a copy of the latest version of FGS and applicable Host Nation standards to HAF for operational considerations and informational purposes.
 - 2.14.2.4. Assist the installation staff to resolve disputes with the LEC when they arise. Lead respective team meetings with the LEC, EUCOM, or other services as required.
 - 2.14.2.5. When authorized, develop, maintain, and distribute country-specific FGS IAW DoDI 4715.05.

2.14.2.6. Lead a cross-functional environmental panel to distribute information, develop guidance, and resolve issues pertaining to environmental matters that effect AF installations and operations in foreign countries.

2.14.3. Identify and develop POM inputs for NI/BI asset sustainability requirements not eligible for EQ funds, to include the review and validation of projects needed to ensure compliance with environmental regulatory requirements or meet established EMS objectives and targets. (T-1).

2.15. Air Force Civil Engineer Center, Operations Directorate (AFCEC/CO) shall: (T-1).

2.15.1. Integrate environmental operational controls for activities that have significant environmental aspects to promote cost-effective planning, design, construction, Operations and Maintenance (O&M), repair, replacement, and disposal of the facility infrastructure and ensure that all life-cycle elements of facility programs are incorporated.

2.15.2. Ensure AFCEC/CO SMEs have an advisory/integrating role in WSP2.

2.15.3. Participate in various cross-functional working groups and chartered HAF Program Group Panels to help identify and develop strategies to achieve mandated environmental targets and objectives.

2.15.4. Engage with HAF, AFCEC/CZ, MAJCOMs, and installations on achieving goals of E.O.s 13423 and 13514.

2.15.5. Provide engineering technical and professional support to MAJCOMs and installations for operational issues on pollution control facilities and equipment in support of environmental compliance programs and the EMS to include implementation of energy and water conservation, and pesticides management programs.

2.15.6. Consult with AFCEC/CF on facility-related matters and sustainable development programs, as appropriate.

2.15.7. Integrate P2, SPP, Ozone Depleting Substances (ODS), Greenhouse Gas (GHG) refrigerant management issues, and other sustainability requirements, across facility program management.

2.15.8. Integrate environmental risk and compliance burden reduction into decision-making processes.

2.15.9. Find technical solutions to recurring infrastructure compliance problems and incorporate the appropriate requirements into AF O&M documents.

2.15.10. Analyze deficiencies and develop corrective actions for CE training and management.

2.15.11. Develop and host web-based environmental education and training courses and deliver via the Civil Engineer Virtual Learning Center.

2.16. Air Force Civil Engineer Center, Energy Directorate (AFCEC/CN) shall: (T-1).

2.16.1. Promote AF energy conservation and efficiency standards and water conservation Best Management Practices (BMPs). Incorporate renewable energy technologies into building design criteria based upon life cycle cost and maintainability considerations.

2.16.2. Provide engineering technical and professional support to MAJCOMs and installations for energy conservation programs.

2.16.3. Identify and develop POM inputs for NI/BI energy sustainability requirements not eligible for EQ funds, to include the review and validation of projects needed to ensure compliance with environmental regulatory requirements or meet established EMS objectives.

2.17. Air Force Civil Engineer Center, Planning, and Integration Directorate (AFCEC/CP) shall:

2.17.1. Assist MAJCOMs/installations with strategic planning for ensuring installation capability to support the current mission and potential future development.

2.17.2. Be responsible for implementation of the AF Encroachment Management, Noise, and Air Installation Compatible Use Zone (AICUZ) programs. **(T-1)**.

2.18. IEF (AFCEC Installation Support Team or NGB/A7A for ANG) shall:

2.18.1. Provide direct installation support by ensuring environmental requirements are programmed using AF approved project management software (ACES-PM or approved next generation system). **(T-1)**.

2.18.2. Provide direct installation support by initiating new environmental permit or permit renewal applications, assist with completing new plans or plan updates. **(T-0)**.

2.18.3. Program, review, evaluate, validate, and execute projects to ensure environmental compliance, protect our natural infrastructure, or implement P2 opportunities. **(T-1)**.

2.18.4. Serve as an installation advocate and/or OPR for execution, addressing regional issues, and leading regional enterprise initiatives. **(T-2)**.

2.18.5. Develop, acquire, and oversee contracts within the appropriate IEFs geographical span of control, or at the AF programmatic level. **(T-2)**.

2.18.6. Provide support to the MAJCOM ESOHCs in the form of performance measurement dashboards, informational and status briefings, and participation on FOA/MAJCOM ESOH working groups. (T-1). AFCEC/IEF will ensure the ESOHC performs an annual review of the installations' EMS performance. **(T-1)**.

2.18.7. Identify and assist installations in complying with all applicable federal, state, local, and AF environmental standards. (T-1). AFCEC/IEF will help installations identify and eliminate circumstances that may lead to situations of non-compliance. (T-1). AFCEC/IEF will help installations in overseas locations to comply with applicable international agreements, FGS, and if no FGS exist, the OEBGD. **(T-1)**.

2.19. United States Air Force School of Aerospace Medicine/ Occupational and Environmental Health (USAFSAM/OE) shall: (T-0).

2.19.1. Assist MAJCOM SG to achieve and maintain Safe Drinking Water Act (SDWA) compliance by providing laboratory analytical, consultant, contractual, and field survey services.

2.19.2. Ensure analytical services meet all applicable federal, state, and local regulatory requirements for timeliness and correct analytical methods.

2.20. Air Force Legal Operations Agency, Environmental Law, and Litigation Division (AFLOA/JACE) shall:

- 2.20.1. Provide legal advice, through the Field Support Center (FSC), the Regional Counsel Office (RCO), and the Litigation Center, on new and emerging issues, litigation matters and on compliance with environmental laws, regulations, and obligations under binding international agreements. **(T-0)**.
- 2.20.2. Provide legal advice on state and regional issues through the AFLOA/JACE-RC that supports each of the AF RECs and AFCEC operation locations. **(T-0)**.
- 2.20.3. Review proposed federal environmental laws and regulations for potential impact to AF and communicate potential impacts. **(T-1)**.
- 2.20.4. Participate in the ESOHC meetings and review environmental laws, issues, and questions presented by the Staff Judge Advocate (SJA).
- 2.20.5. In coordination with AFCEC/CZ, update the legal and other requirements list of the AF EMS communication tool at least annually. **(T-1)**.

2.21. Headquarters, Air Education Training Command (AETC) shall:

- 2.21.1. Incorporate A1-approved requirements into its basic training, Professional Military Education (PME), and technical training programs, as appropriate. Publish A1-approved training courses and sources, including A1-approved environmental courses, in the Education and Training Course Announcement (ETCA). Perform other duties as specified in AFI 36-2201, *Air Force Training Program*.
- 2.21.2. Conduct a periodic review of AETC instructional programs to ensure appropriate environmental content is incorporated across all education and training venues.
- 2.21.3. Coordinate with AFCEC to ensure education and training content is technically accurate and current with relevant environmental laws, regulations, and DoD and AF policy.

2.22. The MAJCOM Commander and/or ESOH Council Chair (Includes ANG and AF/RE) shall:

- 2.22.1. Receive updates from the AFCEC/CZ on the status of their installations EMS. Provide direction to Installation Commanders (ESOHCs) to fulfill EMS responsibilities. This includes, but is not limited to:
 - 2.22.1.1. Use reporting and analysis tools developed by AFCEC/CZ (or by NGB A7AN for ANG installations) as a monitoring and measuring tool to view the status of installations EMSs and evaluate environmental risk.
 - 2.22.1.2. Coordinate with the MAJCOM IG to ensure ESOH inspection requirements are accomplished during the on-site inspection IAW AFI 90-201.
 - 2.22.1.3. Receive (complete) at least annually, from (with) AFCEC/CZ, a review of the installations EMS performance.
 - 2.22.1.4. Advocate for resources necessary to meet EMS conformance and maintenance requirements.
- 2.22.2. Advocate for resources necessary to meet EMS maintenance requirements.

2.23. MAJCOM Surgeon General (SG) shall:

2.23.1. Ensure SG personnel receive education and training on their environmental responsibilities, as applicable.

2.23.2. Participate in the MAJCOM ESOHC, IPTs, and CFT (if applicable).

2.24. MAJCOM Safety (SE) shall:

2.24.1. Ensure SE personnel receive education and training on their environmental responsibilities, as applicable.

2.24.2. Participate in the MAJCOM ESOHC, IPTs, and CFT (if applicable).

2.25. MAJCOM Logistics Environmental Management (A4/EM) shall:

2.25.1. Manage the A4's ESOH program to ensure compliance (e.g., when purchasing hazardous materials (HAZMAT) or implementing SPP requirements).

2.25.2. Serve as focal point to develop A4 environmental program requirements and review environmental initiatives.

2.25.3. Coordinate initiatives/consult with HAF/A4 and/or CE community. Ensure proposed process changes or green product substitutions comply with applicable technical orders (T.O.).

2.25.4. Review and provide input on environmental requirements to Mission Area Plans, Mission Support Plans, Mission Needs Statements, Performance Requirements Documents, PWSs, and Statements of Work (SOWs).

2.25.5. Participate on the MAJCOM CFT (if applicable).

2.26. The Installation/Center Commander (ESOHC Chair unless delegated to the Vice Wing Commander) (*at AF Materiel Command [AFMC] installations, this may be the Center Commander function) shall:

2.26.1. Comply with all applicable DoD and AF policies and instructions, federal, state, and local environmental laws, regulations, and standards. **(T-0)**. Installations overseas must comply with applicable overseas policies and requirements, including the provisions of DoDI 4715.05, standards in country-specific FGS, or the OEBGD if no FGS exist, and the obligations of any binding international agreement. **(T-0)**.

2.26.2. Ensure the installation level EMS is established and maintained IAW ISO 14001:2004, including but not limited to: **(T-0)**.

2.26.2.1. An installation level environmental commitment statement is established and maintained, supporting AAFP 90-8 and this AFI.

2.26.2.2. Identification and ranking of environmental aspects and impacts of installation mission activities.

2.26.2.3. Identification of legal and other requirements to which the unit(s) adheres and subscribes.

2.26.2.4. Development of objectives and targets to minimize environmental risks.

2.26.2.5. Implementation of EAPs to achieve objectives and targets.

2.26.2.6. Implementation of operational controls for activities that could cause significant environmental impact.

2.26.2.7. Providing education and training for employees (including contractor personnel), as required by legal requirements, AF, or local policies.

2.26.2.8. Conducting internal compliance self-assessments and EMS audits IAW DoDI 4715.06, and DoDI 4715.17 respectively, and consistent with AFI 90-201.

2.26.2.9. Conducting annual Environmental Management Reviews for the installation ESOHC to ensure adequacy of the EMS.

2.26.2.10. Providing resources to maintain EMS conformance.

2.26.2.11. Providing environmental performance reports to AFCEC.

2.26.3. Identify and provide necessary resources to achieve sustainability. **(T-1)**.

2.26.4. Assign roles and responsibilities in writing: **(T-1)**.

2.26.4.1. Appoint a CFT Chair (no lower than a deputy group commander).

2.26.4.2. Establish an installation-wide CFT. Membership is composed of organizations with significant environmental aspects and personnel from a variety of disciplines (such as CE environmental program managers, CE operations, Logistics & Maintenance Operations, Installation Operations, Maintenance Group, Operations Group, Force Support Squadron, Contracting, PA, SJA, SE, Bioenvironmental Engineering (BE), the Hazardous Materials Management Process (HMMP) team, other working groups, and tenants, etc.). The CFT reviews EMS elements.

2.26.4.3. Appoint an EMS Coordinator.

2.26.4.4. Ensure organizational and/or squadron commanders appoint primary and alternate Unit Environmental Coordinators (UECs) and CFT members as appropriate. UECs participate in CFT meetings as needed.

2.27. The Installation ESOHC shall:

2.27.1. Conduct the senior management review using guidance in this AFI (Chapter 8) and other sources, to determine the adequacy and effectiveness of the installation EMS. **(T-0)**.

2.27.2. Provide senior leadership input and direction for EMS continual improvement. **(T-1)**.

2.28. The Installation CFT Chair shall:

2.28.1. Represent management to ensure that compliance and P2 requirements are developed using an EAP (see Sec 3.3.3.2), implemented and maintained within the EMS framework, and reflect the direction of the ESOHC. **(T-1)**.

2.28.2. Report to the ESOHC on the performance and progress of the EMS, including recommendations for improvement. See Sec 8.3.3 for details. **(T-1)**.

2.28.3. Facilitate the management review, or as delegated.

2.29. The Installation EMS Coordinator shall:

2.29.1. Develop CFT meeting agendas and schedules. **(T-1)**.

- 2.29.2. Highlight EMS BMPs at CFT meetings. **(T-1)**.
- 2.29.3. Provide day-to-day support to the CFT and CFT Chair.
- 2.29.4. Function as the recorder for the CFT.
- 2.29.5. Assist with management review (e.g., ESOHC) preparations and assessment processes. **(T-1)**.
- 2.29.6. Provide EMS-related issues to the CFT Chair for inclusion in the ESOHC agenda. **(T-1)**.
- 2.29.7. Identify resource (budget) requirements and communicate requirements to the IEF for programming. **(T-1)**.
- 2.29.8. Coordinate with the IEF EMS Program Manager on data calls. **(T-1)**.
- 2.29.9. Review and update the installation supplement of EMS manual IAW this AFI. **(T-1)**.
- 2.29.10. Maintain current EMS and environmental documentation and records on the AFCEC/CZ SharePoint-based Information Clearing House called “eDASH” (<https://cs1.eis.af.mil/sites/edash>). **(T-1)**. Does not replace AFRIMS recordkeeping requirements. (Note: ANG uses an equivalent environmental SharePoint-based system called Virtual Environmental Management Office (VEMO)).

2.30. The Installation CFT shall:

- 2.30.1. Support the ESOHC by implementing, establishing, and maintaining an ISO 14001-conforming EMS for the installation. (T-0). CFT may work with other established working groups such as the Installation Facilities Board and Installation Encroachment Committee depending on identified EMS objectives. See Chapter 8 for additional details.
- 2.30.2. Ensure quarterly CFT meeting(s), management reviews, and provide organizations input on environmental issues to the CFT membership. **(T-1)**.
- 2.30.3. Develop and update a prioritized listing of environmental aspects and impacts at least annually or as activities, products, and/or services change. **(T-0)**.
- 2.30.4. Develop objectives and targets to manage installation significant environmental aspects. **(T-0)**.
- 2.30.5. Develop EAPs, using eDASH, for identified aspects to improve, eliminate, or decrease impacts (as determined appropriate by the CFT). **(T-1)**. EAPs include resource requirements (Environmental funds - Conservation, Compliance, Environmental Restoration, P2 and other non-Environmental funded sources) to address significant aspects.
 - 2.30.5.1. Regularly review objectives and targets and monitor performance. Evaluate organizational-level proposed objectives and targets against the P2 hierarchy. Review and monitor EAPs at CFT meetings. Provide input on installation strategic vision, goals, objectives for consideration during the investment planning process.
 - 2.30.5.2. Participate in and provide updates to Activity Management Plans (AMPs) and Base Comprehensive Asset Management Plan (BCAMP) development. Incorporate P2 targets and objectives developed by other working groups, such as the HMMP and SPP, into the EAPs.

2.30.6. Develop installation supplements to AF policies and procedures as required. **(T-1)**.

2.30.7. Maintain EMS and environmental documentation and records on eDASH, as needed, to ensure EMS conformance (In the case of ANG, the equivalent system is called VEMO). **(T-0)**.

2.30.8. Ensure adequate operational controls to minimize impacts and manage aspects. **(T-0)**.

2.30.9. Identify EMS and other environmental training requirements. **(T-0)**.

2.30.10. Review adequacy of the installation Environmental Commitment Statement in support of the AF Environmental Policy (AFPD 90-8 and this AFI), and recommend changes. **(T-1)**.

2.31. Organizational and/or Squadron Commanders/Directors shall:

2.31.1. Ensure environmental compliance within the organization. **(T-0)**.

2.31.2. Support installation and organizational-specific EMS objectives and targets managed within the installation EMS. **(T-1)**.

2.31.3. Appoint CFT members and UECs, in writing, and keep appointee letter current. **(T-1)**.

2.31.4. Implement corrective and preventative actions for identified environmental discrepancies. **(T-0)**.

2.31.5. Ensure organizational personnel know the environmental requirements that apply to their daily duties and receive the appropriate level of environmental education and training commensurate with those duties (reference eDASH's Education, Training, and Awareness page). **(T-1)**.

2.32. Unit Environmental Coordinators (UECs) shall:

2.32.1. Serve as the EMS conduit between installation environmental function and their unit.

2.32.2. Attend CFT and other working group meetings as requested.

2.32.3. Advise the work area supervisor on any EMS and environmental policies.

2.32.4. Manage and monitor the EMS requirements for the unit. **(T-1)**. Provide any information required for installation environmental and sustainability performance measures.

2.32.5. Participate and support EMS and compliance assessments. **(T-1)**. Assist with developing corrective actions to address identified findings.

2.32.6. Formal UEC training is available from the Air Force Institute of Technology (AFIT) and other equivalent on-line training is provided by AFCEC/CZ (reference eDASH's Education, Training and Awareness page, which has information on AFIT, classes, AFCEC/CZ on-line training courses, etc.).

2.33. Installation Management Flight (or Asset Management), Environmental Element, shall:

2.33.1. Serve as the lead and technical representative and consultant for installation environmental programs. **(T-1)**.

2.33.2. Serve as members of the CFT. (T-1).

2.33.3. Provide information for HHQs data calls, which may include placing data in official AF databases (e.g., Enterprise Environmental, Safety, and Occupational Health-Management Information System (EESOH-MIS), eDASH). (T-1).

2.33.4. Manage EQ programs locally to ensure installations are in a position to comply with all federal, state, and local laws and regulations. (T-0). Act as the overall environmental lead and consultant for the installation and assume responsibility for all day-to-day environmental compliance issues, unless otherwise specified in a host-tenant support agreement. Obtain\ direct support from the AFCEC/CZ (via the IEF or NGB/A7A in the case of ANG bases) for PPBE requirements , interpretation of technical and policy guidance, addressing compliance issues, writing/updating EQ required plans, and obtaining/renewing EQ permits. In situations where the host installation does not take the lead, an agreed-upon decision approved by both parties identifies responsibilities for management all environmental requirements (Refer to AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreement Procedures*).

2.33.5. Support management of ESOHC with installation ESOH functional offices IAW AFI 90-801. (T-1).

2.33.6. Coordinate and plan internal Environmental Compliance Assessment and Management Program (ECAMP) self-assessments IAW DoDI 4715.06, AFI 90-201, and AFI 90-801. Track findings to closure using AF approved tools (See [Chapter 7](#), paragraph 7.2.). (T-0).

2.33.7. Provide ESOHC with a briefing on all assessment/inspection findings. Identify findings requiring senior leadership action. (T-0).

2.33.8. Serve as liaison with external stakeholders on installation environmental issues that may also require coordination with installation PA and/or SJA. (T-1).

2.33.9. Notify the Installation Commander via chain of command, the installation SJA, and AFCEC IEF (NGB/A7AN for ANG bases), of any formal written notices of non-compliance from regulatory agencies (Refer to AFI 32-7047, *Environmental Compliance, Release and Inspection Reporting*). (T-1).

2.33.10. Coordinate with installation Contracting Officer to ensure appropriate environmental requirements are included in contracts and communicate to contractors potential environmental impacts. (T-1).

2.33.11. Support the SPP according to DoD policy and strategy. (T-1).

2.34. Installation Staff Judge Advocate (SJA) shall:

2.34.1. Provide legal advice to the Installation Commander, the installation environmental element, and any other installation personnel on compliance with relevant environmental laws. Request support from the RCO, AFLOA/JACE-FSC and/or Environmental Liaison Officer (ELO), as needed. (T-1).

2.34.2. Participate in installation CFT meetings to provide legal advice and direction. (T-1).

2.34.3. Participate, as needed, in the internal inspection process. Review findings for accuracy.

2.34.4. Coordinate with the RCO, AFLOA/JACE-FSC, and/or ELO on all compliance agreements/orders and other dispute resolution issues.

2.35. Installation Contracting Office shall:

2.35.1. Include appropriate installation-specific environmental, EMS requirements, and contract clauses, such as Federal Acquisition Regulation (FAR) 52.223-19, *Compliance with Environmental Management Systems*, into contracts that have the potential to negatively impact the environment, after consultation with the base CE, BE, SJA, other installation offices. **(T-0).**

2.35.2. Ensure contracts require contractor employees to receive appropriate environmental training and provide proof of completion to the contracting officer when necessary. **(T-1).**

2.35.3. Designate an individual as the contracting representative on the CFT. **(T-1).**

2.35.4. Support installation SPP according to DoD policy and strategy. **(T-0).**

2.36. Public Affairs Office shall (T-1):

2.36.1. Support the installation EMS as liaison between the installation and external communities by assisting with procedures for communicating environmental aspects of the installation environmental program and input for media publications.

2.36.2. Fulfill the environmental program responsibilities described in AFI 35-108, *Environmental Public Affairs*, and notify the installation environmental function of any changes and/or updates to the AFI.

Chapter 3

PLANNING REQUIREMENTS

3.1. Types of Environmental Management Systems (EMS). The AF has three types of EMSs: organizational-level, multi-site-level, and installation-level. Attachment 3 lists the requirements for each type.

3.1.1. Organizational-Level EMS. An organizational-level EMS contains those elements necessary for setting and transmitting objectives and targets to lower units and for collecting, packaging, and reporting accomplishments and compliance. An organizational-level EMS seldom contains all the elements of an ISO 14001-conforming EMS and those elements that it does contain may/may not conform to the ISO 14001 specifications. The Federal Environmental Executive has exempted organizational-level EMSs from the federal requirement for periodic Declaration of Conformance.

3.1.1.1. The HAF ESOHC's Steering Committee oversees the AF EMS. This organizational-level EMS serves to flow down environmental requirements through the AFCEC, ANG, AFRC, and other appropriate organizational-levels to the installations. The ESOH Steering Committee members responsible for military activities with environmental impacts shall:

3.1.1.1.1. Include specific environmental sustainability objectives and targets into their operational or implementing instructions, as appropriate. The ESOH Steering Committee should address objectives and targets by developing programmatic EAPs applicable to subordinate organizations and installations in order for the AF to comply with requirements imposed by federal authorities, including OMB, Council on Environmental Quality (CEQ), Office of the Federal Environmental Executive (OFEE), Environmental Protection Agency (EPA), DoD, etc.

3.1.1.1.2. Include mandated federal regulations and guideline goals in the HAF EMS as objectives and targets, which are reflected in action plans created under installation-level EMSs.

3.1.1.1.3. Include procedures for establishing and/or reviewing: AF-wide environmental policy, legal and other requirements, objectives and targets, EAPs, ESOHC, communications and data gathering, assessments, environmental training, environmental sustainability performance measures, management review, and reporting.

3.1.1.1.4. Collect, analyze and report AF performance information and significant aspects to higher authority (ESOHC, OSD, etc.).

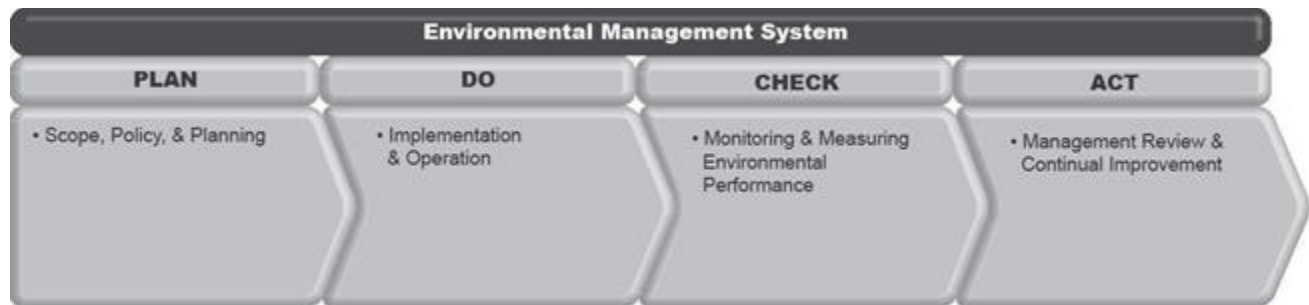
3.1.1.1.5. Track performance toward meeting environmental sustainability performance measures and DoD sustainability goals and determine return on investment and reduction of environmental impact.

3.1.2. Multi-site EMS. A multi-site EMS requires conformance with the specifications in the ISO 14001 standard. The multi-site EMS encompasses more than one installation or facility. The key attribute of a multi-site EMS is the management of environmental aspects of all the sites' activities, products, and services, as one EMS. This type of EMS is not exempt

from the federal requirement for periodic Declaration of Conformance (after an external EMS audit has been completed). A multi-site EMS may be appropriate and useful where a number of small locations have little to no environmental resources and receive support and direction from another higher-level organization, location, or installation. Examples of a multi-site EMS are an Air Base Wing's EMS that includes the parent installation and all of its geographically separated units (GSUs) or the ANG's EMS where multiple small installations fall under a centralized ANG system.

3.1.3. Installation EMS. Installation EMSs must meet the DoD requirement for periodic Declaration of Conformance (by using external EMS audits, which require accomplishment once every three years). (T-0). The scope of an installation EMS includes all organizations and facilities within the boundary and/or span of control of the host organization. Installations shall consider and include DoD, HAF and AFCEC objectives and targets in the installation level EMS. (T-0).

Figure 3.1. EMS Policy and Planning.



3.2. Required Elements. The following are required EMS elements for AF multi-site and installation level EMSs (For more guidance refer to the EMS playbook published on the AF CE Portal (<https://cs1.eis.af.mil/sites/ceportal/CEPlaybooks/Pages/default.aspx>)).

- 3.2.1. Scope (paragraph 3.3.1.).
- 3.2.2. Environmental Policy/Commitment Statement (paragraph 3.3.2.).
- 3.2.3. Environmental Aspects and Impacts (paragraph 3.3.3.).
- 3.2.4. Legal and Other Requirements (paragraph 3.3.4.).
- 3.2.5. Objectives, Targets, and Programs (Action Plans) (paragraph 3.3.5.).
- 3.2.6. Resources, Roles, and Responsibilities (paragraph 5.2.).
- 3.2.7. Communication (paragraph 5.3.).
- 3.2.8. Documentation Management, Control, and Records Management (paragraph 5.4.).
- 3.2.9. Emergency Preparedness and Response (paragraph 5.5.).
- 3.2.10. Competence Training and Awareness (paragraph 5.6.).
- 3.2.11. Operational Controls (paragraph 5.7.).
- 3.2.12. Monitoring and Measurement (paragraphs 7.1.-7.5.).
- 3.2.13. Evaluation of Compliance and Conformance (paragraph 7.2.).

3.2.14. Corrective and Preventive Action (paragraph 7.6.).

3.2.15. Management Review (paragraphs 8.1.-8.3.).

3.3. Planning. The EMS Planning Phase includes scope, environmental policy and commitment statement, environmental aspects and impacts, legal and other requirements, objectives and targets, and action plans. Effective planning allows the installation's leadership to focus resources on mitigating risks that present the greatest threat to mission capability.

3.3.1. Scope.

3.3.1.1. Installations must define and document the scope of the EMS. (T-1). The scope may be limited by excluding certain organizations such as those with different chain of command authority (e.g., Army Air Force Exchange Service (AAFES) or Defense Commissary Agency (DeCA), as long as covered under a separate EMS, or if aspects are deemed to be outside of the installation's ability to effectively control or influence. Joint Base installations, where the AF is the supporting (lead) military service, will ensure a single EMS with a limited scope that only incorporates those program elements over which the AF has span of control IAW DoD-issued Environmental Common Output Level Standards (COLS). (T-0).

3.3.1.2. The EMS Coordinator shall ensure any organizations deemed outside of the scope are aware of the scope determination. (T-1).

3.3.1.3. Installations shall consult with AFCEC/CZ (NGB/A7A in the case of ANG bases) on the scope of their EMS. (T-1).

3.3.1.4. Installations must document their scope in the installation's eDASH page (VEMO for ANG bases). (T-1).

3.3.2. Environmental Policy/Commitment Statement.

3.3.2.1. AFPD 90-8 is the ESOH Policy for the AF. Key expectations of AFD 90-8 need to be communicated to all persons working for, or on behalf of, the installation.

3.3.2.2. Installations must provide an environmental commitment statement, including their specific mission requirements and regional/local environmental concerns. (T-0). In the environmental commitment statement installations must:

3.3.2.2.1. Be appropriate to the nature, scale, and environmental impacts of its activities, products, and services. (T-1).

3.3.2.2.2. Include a commitment to continual improvement and P2. (T-1).

3.3.2.2.3. Include a commitment to comply with applicable legal and policy requirements (including standards in the country-specific FGS or OEBGD, if an FGS does not exist) and with other requirements to which the organization subscribes which relate to its environmental aspects. (T-0).

3.3.2.2.4. Provide the framework for setting and reviewing environmental objectives and targets, including those required by DoD, HAF and/or AFCEC. (T-0).

3.3.2.3. The EMS Coordinator will ensure the commitment statement is documented, implemented, and maintained on the installation eDASH page (or VEMO for ANG bases). (T-1). Installations will ensure statements meet the following:

3.3.2.3.1. Reviewed and approved by the installation ESOHC at least annually. **(T-1)**.

3.3.2.3.2. Communicated to all persons working for, or on behalf, of the organization. **(T-1)**.

3.3.2.3.3. Available to the public. **(T-2)**.

3.3.3. Environmental Aspects and Impacts.

3.3.3.1. The installation CFT shall document aspects and impacts for the installation's activities, products, and services. **(T-1)**. Aspects are elements of the activities, products, and services that can interact with the environment and produce either a negative or a positive environmental impact. Aspects classified as significant are managed in the EMS by setting of objectives and targets, establishing EAPs, and applying operational controls. The CE EMS playbook provides AFCEC procedures for updating/identifying the environmental aspects annually and documenting aspects and impacts in the AFCEC Aspect Inventory Tool on eDASH (VEMO for ANG bases).

3.3.3.2. The installation CFT shall ensure an EAP is developed for significant aspects, as determined by the base, AFCEC/CZ, or HAF. **(T-1)**. The EAP tool on eDASH will be used to document the EAP. **(T-1)**. Follow the CE EMS playbook and guidance on eDASH for procedures on using EAPs to address significant aspects.

3.3.3.3. The CFT shall consider the requirements of installation planning documents, AMPs, Strategic Plans (HAF, A4C), regulatory and other requirements (e.g., E.O.s, Host Tenant Support Agreements, COLS), in determining environmental impacts and corrective actions. **(T-1)**.

3.3.3.4. The Installation Development Plan (IDP) IAW AFI 32-7062, *Comprehensive Planning*, establishes a systematic framework for informing decision-making by providing the Installation Commander and other decision-makers a condensed picture of an installation's capability to support the mission with its physical assets and delivery systems. It is also a general assessment of the installation's infrastructure and attributes for gauging development potential. It provides an integrated context and advocacy for the multiple AF processes that support and sustain current and future missions. The EMS, to include environmental aspects and impacts provides environmental informational data points and sustainability development indicators to assist in planning determinations for the IDP.

3.3.3.5. The EAP captures program specific requirements and management actions for an environmental aspect, and is designed to achieve the objectives and targets, tasks, and the reliable application of operational controls. EAPs include environmental compliance, conservation, restoration, and P2 requirements, and may include concerns identified during other assessments and inspections. For CE, these should be consistent with CE AMP requirements.

3.3.3.6. The AMP captures all the requirements necessary for providing particular services in the following areas: facilities, utilities, pavements, NI, and waste management. AMPs consider installation significant aspects and elements from the

EAPs, which address operational controls and the tasks to be completed in order to achieve the environmental objectives and targets.

3.3.4. Legal and Other Requirements.

3.3.4.1. The CFT shall supplement AFCEC procedures for identifying and assessing legal and other requirements applicable to the environmental aspects of its mission activities, products, and services. This supplement should be reviewed at least annually. **(T-2).**

3.3.4.2. AF installations will ensure a process for conducting timely reviews of new and emerging state, regional, and local requirements. **(T-1).**

3.3.4.3. Installations must document on eDASH relevant state, regional, and local regulations applicable to the installation. **(T-1).**

3.3.5. Objectives, Targets, and Programs (Action Plans).

3.3.5.1. Installations shall set, manage, and update objectives and targets to achieve federal, DoD, or AF sustainability goals; reduce environmental risk; and sustain mission capability. **(T-0).** Installations will consider federal, state, and overseas requirements, and strategic objectives and targets established by DoD and HAF, when setting objectives and targets. **(T-0).**

3.3.5.2. AFCEC/CZ and installations shall:

3.3.5.2.1. Set measurable objectives and targets consistent with AFPD 90-8, in compliance with applicable legal requirements, and provide continual improvement. **(T-0).** AFCEC/CZ and installations will use the P2 methodology to set objectives and targets, taking into account significant environmental aspects and legal and other requirements. **(T-0).**

3.3.5.2.2. Consider feasible technological options, financial, operational, and business requirements, and the views of interested parties. **(T-2).**

3.3.5.2.3. Incorporate identified NI asset needs (e.g., to improve mission capability/capacity). **(T-2).**

3.3.5.2.4. Develop EAPs to meet the objectives and targets. **(T-1).**

3.3.5.3. The CFT and the installation ESOHC shall review and approve the EAPs at least annually. **(T-1).** Installations ensure each plan shall:

3.3.5.3.1. Identify the environmental aspects, impacts, and the organization/installation locations where those aspects are present. **(T-1).**

3.3.5.3.2. Identify the associated objective and targets, including those required by HAF and/or AFCEC. **(T-1).**

3.3.5.3.3. List the legal and other requirements (e.g., regulatory, management plans, AMPs, AFIs, and policy letters) related to the aspects. **(T-1).**

3.3.5.3.4. Provide an overall description of how the objective will be achieved (e.g., steps, methods, equipment, labor, and/or funding). **(T-1).**

3.3.5.3.5. Identify the operational controls associated with the activities (e.g., shop, process, and site) that contain those environmental aspects. **(T-1)**. Also, include person or position responsible for each operational control, and the documents or records associated with each operational control. **(T-1)**.

3.3.5.3.6. Identify individuals responsible for each task. Identify any special skills, training, certification, and other resources required to complete the assigned tasks. **(T-1)**.

3.3.5.3.7. For aspects that generate a pollutant, document the application of the P2 methodology IAW this AFI. **(T-1)**.

Chapter 4

ENVIRONMENTAL QUALITY PROGRAMMING AND BUDGETING

4.1. EQ Programming and Budgeting. This chapter is part of the EMS Planning Phase and provides guidance on programming and budgeting for the AF EQ Program. The EQ Programming and Budgeting process provides the necessary resources to achieve the goals and objectives of the AF Strategic Plan, the organizational-level, multi-site, or installation EMS, or other major program objectives; and instructions resulting in an auditable and transparent budget. The EQ program includes the Program Elements (PEs) of compliance, conservation, and P2. For Environmental Restoration Account instruction, refer to AFI 32-7020, *The Environmental Restoration Program*.

Figure 4.1. EMS Planning.



4.1.1. Three documents govern the EQ Programming and Budgeting process: EQ Programming Matrix, EQ Standard Titles, and EQ Scoring Model. The EQ Programming Matrix identified in **Attachment 4**, is the authoritative source for determining environmental O&M funding eligibility. Specific information and electronic versions are available on the eDASH PPBE page:

([https://cs1.eis.af.mil/sites/edash/Web%20Part%20Pages%20%20Program%20Pages/Environmental/Environmental%20Quality%20\(EQ\)%20Planning%20Programming%20Budgeting%20and%20Execution.aspx](https://cs1.eis.af.mil/sites/edash/Web%20Part%20Pages%20%20Program%20Pages/Environmental/Environmental%20Quality%20(EQ)%20Planning%20Programming%20Budgeting%20and%20Execution.aspx)).

Additional, and more detailed guidance, can be found in the non-directive EQ Programming and Budgeting Process playbook published on the A4C Portal

(<https://cs1.eis.af.mil/sites/ceportal/CEPlaybooks/Pages/default.aspx>).

4.1.1.1. The EQ Program Element Codes (PEC) for Compliance, Conservation, and P2 comprise the EQ Programming Matrix. Each PEC is further divided by Level 0, Valid-Recurring Level 1, 2, 3, and Not Valid requirements. Use the EQ Programming Matrix to determine if the requirement is valid or not valid for EQ funding.

4.1.1.2. The EQ Standard Titles document is organized by major work tasks, (e.g., temporary duty (TDY), Training, Reports, Plans, and Assessments) and includes specific details for standardized programming. Use the EQ Standard Titles to program all standardized requirements.

4.1.1.3. The Scoring Model utilizes five scoring factors: Return on Investment (ROI), Environmental Risk, Regulatory Category, Mission Degradation, and Stakeholder Interest. Each installation shall apply the EQ Scoring Model to each requirement. **(T-1)**.

4.1.2. Installations or AFCEC/CZ shall enter all EQ requirements into AF-approved software following the EQ Programming guides and supplemental budgeting policy and guidance provided in Attachments 4 and 5. **(T-1)**. AFCEC/CZ, AFRC, and ANG shall review their respective requirements for validity; AFCEC/CZ provides assessment and recommendation, and HAF /A4C advocates, and where applicable, submits, for funding. AFCEC, AFRC, and ANG are responsible for ensuring consistent interpretation of the EQ Programming Matrix and Scoring Model across their installations. **(T-1)**. In turn, AFCEC/CZ will use the individual scores for validated projects to prepare an AF-wide EQ IPL and ensure integrated into the CE IPL. **(T-1)**.

4.1.2.1. Prioritization of EQ projects should reflect the results from the prioritized list of EMS aspects. **(T-2)**.

Table 4.1. PEC Applicability by Appropriation.

| | Program Element Code | | |
|--|--|-----------------------|-----------------------|
| | P2 xxx54 | Conservation xxx53 | Compliance xxx56 |
| Aircraft Procurement (3010) | | | <input type="radio"/> |
| Missile Procurement (3020) | | | <input type="radio"/> |
| Operation and Maintenance (3400) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Research, Development, Test and Evaluation (3600) | <input checked="" type="radio"/> * PEE3859F for 3600 | | |
| Military Construction, Air Force Reserve (3730) | <input type="radio"/> | | <input type="radio"/> |
| Operation and Maintenance, Air Force Reserve (3740) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Military Construction, Air National Guard (3830) | <input type="radio"/> | | <input type="radio"/> |
| Operation and Maintenance, Air National Guard (3840) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

4.2. Project Planning and Programming – Program Objective Memorandum (POM) and Program Execution.

4.2.1. AFCEC, AFRC, and ANG shall plan and program, using AF approved program management software, to include entering funding information by project line item. **(T-1)**.

4.2.2. AFCEC, AFRC, and ANG must develop POM submittals to achieve the EMS objectives reflective of the prioritized environmental aspects. **(T-2)**.

4.2.3. AFCEC, AFRC, and ANG shall track the rate of obligation for their respective appropriations. Upon obligation, enter relevant information in the programming software. **(T-1)**.

4.2.4. In preparation for the execution year prior to distribution, AFCEC, AFRC, and ANG shall ensure that the validated EQ Program established in the POM and/or financial/execution plan is still supported, ensuring that all environmental compliance legal requirements are met. **(T-1)**.

4.3. Sustainment, Restoration, and Modernization (SRM), EQ, and Military Construction (MILCON). EQ funding can be used for the cost of initial construction, modification, or upgrade to the relevant portion of a facility, system, or component(s) in order to comply with new environmental laws or regulations. Existing infrastructure systems should be maintained, repaired, and replaced with SRM funds and not EQ (see AFI 32-1032, *Planning and Programming Appropriated Funded Maintenance, Repair, and Construction Projects*), with the following exceptions:

4.3.1. An infrastructure repair, replacement, or upgrade project is eligible for EQ funding if the project is needed to comply with new federal or state environmental laws or regulations with discharge limits, or, if overseas, OEBGD or country-specific FGS, and/or international agreement requirements. This does not include new requirements levied from infrastructure or capacity deficiencies.

4.3.2. An infrastructure repair, replacement, or upgrade (that is of MILCON scope) could be eligible for funding as an Environmental, Health, and Safety MILCON project if the project is needed to comply with new federal and state discharge limits or, if overseas, OEBGD or country-specific FGS, and applicable international agreement requirements. This does not include new requirements levied from infrastructure capacity deficiencies. Health and Safety MILCON projects compete with other MAJCOM MILCON priorities IAW the current HAF/A4C programming process. For more information on MILCON programming see AFI 32-1001, *Operations Management*, AFI 32-1021, *Planning and Programming Military Construction Projects*, and AFI 32-1023, *Designing and Constructing Military Construction Projects*.

4.3.3. If an installation receives a formal notice of non-compliance or has received a major finding in an ECAMP assessment or an IG UEI (validated by AFCEC/CZ, AFRC, or ANG, and HAF), an infrastructure project to correct the non-compliant portion of the facility, system, or component may be eligible for EQ funding as long as the waiver request is submitted with a description and analysis of the non-compliance situation.

4.3.3.1. As part of a request for EQ funding support for non-compliance, AFCEC, AFRC, or ANG shall accomplish an engineering evaluation for the non-compliant portion to document specifically what facilities, portion(s) or components(s) of the system are non-compliant, and why the EQ project scope and programmed amount are necessary to correct the non-compliance. **(T-1)**.

4.3.3.2. HAF/A4C will need to assess the seriousness of the situation based on history of compliance and preventive repair and maintenance actions taken to date.

4.3.4. AFCEC/CZ will submit a waiver package request for deviations from the EQ Programming Matrix to AF/A4CE for approval for use of EQ funding. **(T-1)**. The waiver

package will include a detailed description, justification, cost, program element, environmental driver, an engineering evaluation and preventative actions taken to date. **(T-1)**.

4.4. OCONUS Environmental Remediation. For guidance, see the HAF/A4CF EQ Programming Matrix for Non-Environmental Restoration Account Cleanup and Overseas Remediation.

4.5. Programming for Overseas Environmental Requirements.

4.5.1. Enduring locations in foreign countries will program and budget for environmental requirements stemming from: **(T-1)**. 1) country-specific FGS, or the OEBGD if no FGS exists; 2) obligations from international agreements to which the U.S. is a part; 3) remedial actions necessary to address contamination that pose a substantial impact to human health and safety; 4) the EIAP, in compliance with E.O. 12114, *Environmental Effects Abroad of Major Federal Actions*, and 32 C.F.R. 187, *Environmental Effects Abroad of Major Department of Defense Actions*, for all major AF actions that pose significant harm to the environment of places outside the U.S.; and 5) any additional DoD and AF environmental policies that apply to overseas installations and activities.

4.5.1.1. AFCEC Europe and Pacific Division Environmental functions (i.e. IECs) shall assist installations with programming and execution. **(T-1)**. Where practicable, the installation will identify and program requirements while AFCEC provides technical and programming assistance as needed. **(T-1)**. AFCEC will coordinate with installations to consolidate programming requirements to improve cost, quality, consistency of programming, and to facilitate optimized execution. **(T-1)**.

4.5.2. Enduring location (e.g., installation) Program Element Managers (PEMs) take into consideration the following unique attributes of overseas operations when programming and budgeting for overseas requirements: 1) the AF does not own overseas installations (locations are provided for AF use by the Host Nation); 2) few U.S. federal environmental laws and regulations apply as DoD policy and international law and agreements define environmental requirements; 3) operational considerations (which include Geographic Combatant Command (GCC) policy and Host Nation preferences and sensitivities); 4) requirements potentially more stringent and expensive than in the U.S.; 5) remediation is permitted under very limited circumstances; and 6) constant turnover of personnel creates challenges with continuity and adequate staffing. Refer to the EQ Programming Guide in section 4.1.1 of this Instruction for further guidance.

4.5.3. For environmental needs and requirements at contingency locations in foreign countries, refer to the Environmental Annex of the operation plan (OPLAN) or operation order (OPORD), DoD 7000.14-R, *Department of Defense Financial Management Regulation (DoD FMR)*, and AFI 65-610, *Guidance for Expenditures at Deployed Locations*. Per the contingency operations provisions of the DoD FMR, Volume 12, Chapter 23, *Contingency Operations*, DoD Components normally do not budget for contingency operations. Therefore, DoD Components must accomplish directed contingency operations using funds available (e.g., O&M) to the cognizant command or unit, independent of the receipt of specific funds for the operation. The authority for DoD Components to expend available funds is issued by the Secretary of Defense.

4.5.4. When available, DoD transfer funds (e.g., Overseas Contingency Operation Transfer Fund (OCOTF), Defense Emergency Response Fund (DERF)) can be used to support contingency operations, including environmental actions necessary to protect the force. However, expenditures of regular appropriated funds or transfer funds are still bound by existing financial management regulations and appropriations laws, regardless of funding availability or source, and are limited by what is necessary to accomplish the mission as authorized in existing AF guidance. Refer to AFI 65-610 for further guidance.

Chapter 5

IMPLEMENTATION AND OPERATION

5.1. Implementation and Operation. This chapter provides guidance on the Implementation and Operation Phase of the EMS that facilitates long-term mission sustainability by focusing on: reducing negative environmental impacts and risk, increasing NI capacity, and continually improving environmental performance.

5.2. Resources, Roles, and Responsibilities. Installations shall clearly define and communicate the organizational structure and the responsibilities assigned to each unit and individual to support the AM, Environmental COLS, and the NI and built infrastructure programs. **(T-1).**

5.2.1. Installations shall clearly define and document roles and responsibilities (IAW current AFPDs and AFIs), and communicate organizational structure and responsibilities, but also ensure additional augmentation on installation-specific requirements.

5.2.2. Each installation's ESOHC Chair or Installation Commander must appoint a CFT Chair and an EMS Coordinator, in writing, and document their appointments in eDASH. **(T-1).** The CFT Chair shall be a deputy group commander or higher and is responsible for leading the implementation and maintenance of the EMS. **(T-1).** The EMS Coordinator shall be an environmental program manager. **(T-1).**

Figure 5.1. EMS Implementation and Operation Phase.



5.3. CFT. CFT members must be formally assigned (such as environmental program managers, BE, UECs, energy managers, HMMP team members, HAZMATs emergency planning and post-emergency response team members, PA, contracting, air space manager, planners, frequency manager, and other ESOHC representatives) and membership documented in eDASH. **(T-1).**

5.4. Communication. AF PA provides for both internal and external communications to satisfy various regulatory and AF requirements as defined in AFPD 35-1, *Public Affairs Management*, AFI 35-105, *Community Relations*, AFI 35-101, *Public Affairs Responsibilities and Management*, and AFI 35-108.

5.4.1. The CFT shall supplement AF PA and AFCEC procedures to clarify and document installation-specific internal and external communication procedures. **(T-1)**. The CFT must review this supplement at least annually and ensure that: **(T-1)**.

5.4.1.1. All personnel on the installation are aware of AFPD 90-8 and the installation's environmental commitment statement.

5.4.1.2. It explains how to accomplish communications.

5.4.1.3. Communication is effective at all relevant levels and functions.

5.4.1.4. A procedure is in place to respond to relevant communications from external interested parties.

5.4.1.5. A procedure is in place to document communication with suppliers and contractors.

5.4.2. The installation shall document its decision on whether to communicate information regarding environmental aspects externally in eDASH. **(T-1)**.

5.5. Documentation Management, Control, and Records Management. Personnel are provided access to the most current documents and up-to-date records. Installations shall follow AFMAN 33-363 to establish and maintain an effective environmental records management program.

5.5.1. Installations shall maintain electronic EMS documentation and records in eDASH IAW guidance in the EMS playbook, in addition to formal records disposition for AFRIMS. **(T-1)**.

5.5.2. Installations shall **(T-0)**:

5.5.2.1. Approve documents for adequacy prior to issue.

5.5.2.2. Review and update documents as necessary.

5.5.2.3. Identify documents of external origin necessary for the planning and operation of the EMS.

5.5.2.4. Maintain version control and prevent the use of obsolete documents.

5.5.2.5. Include provisions for locating documents, reviewing documents periodically, and making them available to those who need them.

5.5.2.6. Ensure environmental documents and records are legible, identifiable, and traceable to the activity involved.

5.5.2.7. Store and maintain environmental documents and records in such a way as to be readily retrievable and protected against damage, deterioration, or loss.

5.5.3. Establish and record retention times, when not otherwise documented, in accordance with AFI 33-364. Installations will document this information in eDASH. **(T-1)**.

5.5.4. Supplement EMS standard procedures in eDASH, as required.

5.6. Emergency Preparedness and Response. Installations shall have emergency response plans and procedures in place to respond to and mitigate potential impacts arising from emergencies. **(T-0).** Installations must review these procedures after accidents or emergencies occur. **(T-1).** In addition, the installation should periodically test the established procedures IAW AFI 10-2501, *Air Force Emergency Management Program Planning and Operations*.

5.7. Competence, Training, and Awareness. AF personnel (military, civilian) and contractors shall know the environmental requirements that apply to their daily duties and receive the commensurate level of environmental education and training for those duties. **(T-0).** EMS General Awareness Training is available on the Advanced Distributive Learning System (ADLS). Personnel involved in activities negatively affecting the environment can receive additional specialized training related to their specific duties. Individuals who manage or are directly involved with environmental media programs (e.g., air, water, hazardous waste (HW), etc.) shall obtain media-specific specialized training. **(T-1).** Environmental education and training requirements are mandated by law or required by permit (e.g., HW training), or are driven by E.O., DoD policy, AF implementing instructions, and/or identified as BMPs. Funding for training may come from a variety of sources such as unit funds, AFIT, CE Environmental Function, and the Installation Education and Training Office. Check the AFCEC/CZ's SharePoint-based Environmental Information Clearing House, "eDASH" (<https://cs1.eis.af.mil/sites/edash>) on the Education, Training, and Awareness page, for additional information on training.

5.7.1. Installations will use established training procedures from AFCEC/CZ, located on eDASH, to make installation personnel aware of **(T-0)**:

5.7.1.1. The environmental commitment statement and procedures of the management system (i.e., plans, instructions, checklists, etc.).

5.7.1.2. The environmental aspects, regulatory compliance issues, and related actual or potential impacts associated with their work, and the mission related benefits of improved personal performance.

5.7.1.3. Their roles and responsibilities in achieving regulatory compliance and conformity with the requirements of the management system.

5.7.1.4. The potential consequences of departure from specified plans, procedures checklists, and other documentation.

5.7.1.5. The need to accomplish and document training upon arrival at a new duty station.

5.7.1.6. The frequency of training.

5.8. Operational Controls. Installations shall ensure adequate operational controls are in place and maintained to control, mitigate, or prevent negative environmental impacts. **(T-0).** Operational controls, as described below, can be physical (e.g., barrier, secondary containment), engineering (e.g., alarm system), or administrative (e.g., standard operating procedure, management plan, checklist).

5.8.1. Ensure stipulated operating criteria critical to environmental performance is included in operational controls (e.g., permit requirements) that could affect mission operations.

5.8.2. Develop and implement procedures to prevent non-compliance, adverse environmental impact, and/or to achieve stated objectives and targets or performance measures. Installation procedures should consider source reduction, compliance prevention procedures, and other ESOH controls as identified in Environmental Management Plans or installation EAPs.

5.8.3. The installation shall communicate applicable procedures and requirements to suppliers and service providers, including contractors, IAW FAR 52.223-5, *Pollution Prevention, and Right-to-Know Information*. (T-0).

Chapter 6

POLLUTION PREVENTION INTEGRATION

6.1. Background. P2 is part of the EMS Do Phase and is an environmental risk reduction strategy for environmental aspects associated with the processes or activities that generate pollutants. Each facility shall use their EMS to identify opportunities to optimize selected business, operational, or industrial processes or activities in terms of pollutant reduction, lower energy use, reduction in the use of natural resources, water conservation and improvements to health and safety. **(T-1).** Installations should identify P2 efforts, programs related to green procurement or acquisition of environmentally preferable products, and other sustainability requirements, within the installation EMS, as well as incorporate into installation BCAMPs and related programming and planning requirements/documents. Refer to the AF/A4C Portal for additional information.

Figure 6.1. P2 in the EMS Implementation and Operation Phase.



6.2. Hazardous Process Authorization (HPA). The HPA is an ESOH-based process authorization as described in AFI 32-7086. It evaluates the aspects/impacts of discrete AF units of work or processes. This authorization can include an analysis of impacts on air, water, land, waste, safety, and occupational health. All HPA analyses utilize the P2 methodology to identify opportunities for environmental risk reduction. This review should include NI impacts beyond HAZMAT. All media POCs shall be involved. **(T-1).**

6.3. WSP2. AFI 32-7086 covers P2 involving WS HAZMATs. WS program managers have engineering control over WSs and their maintenance processes. All WS ESOH risk reduction projects must include the involvement of the affected WS program manager(s) and other appropriate stakeholders (such as the operations, maintenance, and customers) requirements. **(T-1).** Once the program manager is involved, multiple sources of funding are available for executing a WSP2 project.

6.4. SPP. Sustainable Procurement is the purchase of sustainable and environmentally preferable products and services in accordance with federally mandated "green" procurement preference programs. The purpose of the SPP is to enhance and sustain mission readiness through cost effective acquisition that achieves compliance and sound management of the AF's

financial, natural, and energy resources. Through the P2 methodology outlined below, all AF organizations making purchases or product specifications for purchases will use the SPP as a routine part of day-to-day purchasing activities to reduce resource consumption and solid and HW generation. (T-1).

6.5. P2 Methodology. Organizations at all levels of the AF shall use the P2 hierarchy in Table 6.1 to select objectives and targets to eliminate, reduce, or manage the impacts of their significant aspects. (T-1). Solutions adopted by the application of P2 methodology should not shift or increase risk in other areas, such as operations, safety, and/or health.

Table 6.1. P2 Methodology.

| | In establishing Action Plans for aspects that generate pollutants, CFTs should evaluate proposed targets or objectives against the following P2 hierarchy of preferred approaches | Action Plans at each level of P2 preference are linked to these traditional DoD/USAF environmental programs |
|-------------------|---|--|
| MORE PREFERRED >> | Elimination of an aspect's impacts through a change in policy or procedures; the reengineering of a system, facility, activity, or process; or the implementation of an environmentally benign substitute material | Traditional Facility or Weapon System (WS) P2 Projects, GPP, HMMP (authorization product substitution process), Compliance through P2 (CTP2) |
| | Reduction in the significance of an aspect's impacts through a change in policy or procedures; the reengineering of a system, facility, activity, or process; or the implementation of an environmentally preferred substitute material | Traditional Facility or WS P2 Projects, GPP, HMMP (authorization product substitution process), CTP2 |
| | Reduction in the significance of an aspect's impacts through on-site recycling and re-use | Traditional Facility or WS P2 Projects, CTP2, Recycling program |
| << LESS PREFERRED | Reduction in the significance of an aspect's impacts through return to off-site recycling and/or off-site reuse | Recycling program, solid waste management, disposal programs |
| | Reduction in the significance of an aspect's impacts through the implementation of operational controls | Integrated solid waste management, HMMP (authorization, minimization, and tracking), hazardous waste reduction and disposal, pollution control technologies, PPE, permitting |
| | No reduction in significance; the aspect continues to generate impacts, unmitigated; targets and objectives associated with the aspect are focused on maintaining mere compliance. | Compliance, permitting, surveillance, ESOHCAMP |

6.6. P2 Opportunity Assessments (P2OAs). P2OAs integrate the study of all the environmental aspects of all media associated with a process that generates pollution and/or has a negative impact on the environment. Focusing on the entire process allows identification of multiple potential opportunities for the various sub-processes. The EMS playbook on the AF/A4C Portal contains a sample procedure for conducting P2OAs.

6.6.1. Significant Aspects. Installations will use P2OAs to examine the significant environmental aspects that generate pollutants. **(T-1).**

6.6.1.1. Identify pollutant sources by examining the materials entering a process (or are part of the process) and the wastes and other pollutants generated by it (type and volume). Potential options for changing the process, such as alternative chemicals/materials and/or procedures (e.g., media blasting vs. chemical paint stripping), are examined against the current process to determine if a more environmentally friendly (and cost effective) approach can be taken.

6.6.1.2. Installations will consider a cost-benefit analysis (CBA) when evaluating potential P2 opportunities. **(T-1).**

6.6.2. HPAs. Each HPA is an informal P2OA. Installations will integrate results of HPAs into appropriate EAPs, operational controls, and/or formal P2OAs. **(T-1).**

6.6.3. P2 Program Budgeting. Organizations that have significant environmental aspects shall be responsible for planning and budgeting for P2 opportunities, and for reporting P2 investments to the ESOHC, as required. **(T-1).** CE funding for P2 opportunities to address activities/processes with a negative environmental impact is processed IAW the procedures listed in this Instruction (Chapter 4). These P2 requirements should be included in relevant A4C sponsored AMPs.

6.6.3.1. AFCEC will facilitate use of Broad Agency Announcements (BAA) to cross-feed or review opportunities for non-weapons related CE investments in P2 technology. **(T-1).**

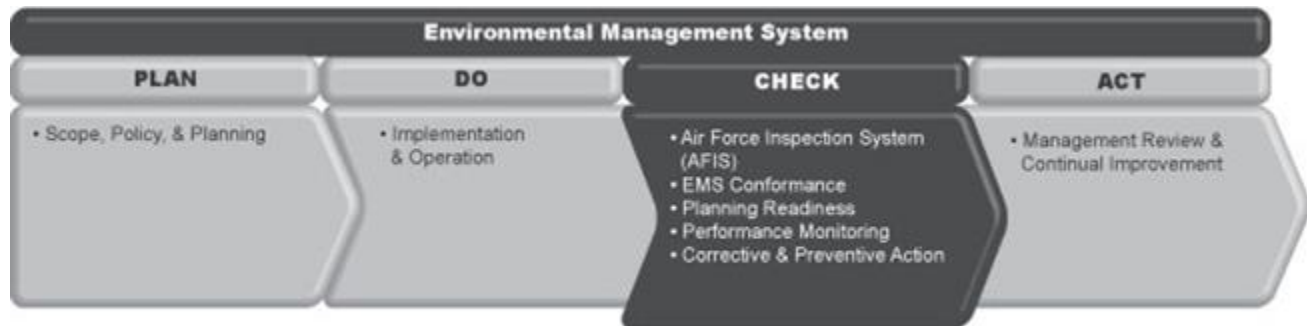
6.6.3.2. Air Force Research Laboratory, Materials and Manufacturing Directorate (AFRL/RX) consolidates and reports information on AF-related P2 investments through the Strategic Environmental Research and Development Program (SERDP) and AFMC/A4 does the same through the Environmental Security Technology Certification Program (ESTCP).

Chapter 7

MONITORING AND MEASURING ENVIRONMENTAL PERFORMANCE

7.1. Overview. Environmental monitoring and measuring is part of the EMS Check Phase. The purpose of environmental monitoring and measuring is to increase leadership awareness of compliance issues; identify and analyze trends of non-conformance and non-compliance; identify areas for improvement; provide lessons learned to prevent similar non-compliance at other installations; and to minimize or avoid environmental litigation risks. AFCEC and installations will conduct monitoring, measuring, and/or assessments for activities mandated by legal and/or other administrative requirements (such as permits, plans, and written programs). Information gathered by the monitoring activities supports HAF, AFCEC, and installation record keeping and performance reporting. For additional information, refer to the AF/A4C Portal and AFI 32-7047.

Figure 7.1. EMS Performance Monitoring Phase.



7.2. ECAMP. Installations will conduct EMS conformance and compliance self-assessments, and track preventative/corrective actions, IAW DoDI 4715.17, DoDI 4715.06, AFI 90-201, AFI 90-801, and other AF/A4C and AFCEC/CZ guidance. **(T-0)**. Latest AFCEC/CZ playbook environmental inspection guidance, with detailed procedures, is available on the AF CE Portal: <https://cs1.eis.af.mil/sites/ceportal/CEPlaybooks/Pages/default.aspx>.

7.2.1. Each installation shall conduct their respective internal self-assessment IAW with the Wing Commander's Inspection Program (CCIP) and by completing checklists in the IG's Management Internal Control Toolset (MICT) and those prescribed by AFCEC/CZ. **(T-1)**.

7.2.2. The Environmental external self-assessment is integrated with the UEI IAW AFI 90-201 and is not primarily focused on detecting non-compliance; rather, the UEI should be used to conduct the external EMS audit and validate and verify the commander's own compliance detection program, identifying areas for the Wing Commander where he/she has significant risk of undetected non-compliance. Environmental Functional Inspectors must take WENV 350, EMS Auditing Course, or have prior auditing experience prior to participating in their first UEI/Environmental assessment. **(T-1)**. Inspectors must have training documented, and records and/or proof of auditing experience, forwarded to AFCEC/CZ prior to participating in an external inspection. **(T-1)**.

7.2.3. The IEF (AFCEC or NGB/A7AN) will assist installations in development and execution of Corrective Action Plans (CAPs) for ESOHC review and approval IAW AFI 90-201. **(T-1)**.

7.2.4. Installation ESOHCs shall review installation trends and track the progress of the implementation of corrective/preventive actions using the eDASH Finding Tracker tool. **(T-1)**. The installation ESOHC shall advocate for resources and help create justification for funding requirements to close findings. **(T-1)**.

7.2.5. AFCEC will update and maintain eDASH dashboards, conduct trend analysis, and assist installations with tracking findings to closure, and verifying closure actions. **(T-1)**.

7.3. EMS Conformance. The Installation Commander or ESOHC Chair must formally declare conformance to DoDI 4715.17 and AF EMS requirements, after an external EMS audit has been conducted and major non-conformances have been corrected. Reference the EMS playbook for details. **(T-0)**.

7.4. Monitoring and Measurement.

7.4.1. The installation CFT shall supplement AFCEC procedures to regularly monitor and measure the key characteristics of its operations that can have a significant environmental impact. **(T-1)**.

7.4.2. Installations shall track operational performance using established DoD, HAF, and AFCEC-level performance measures and data calls. **(T-1)**. Installations shall also develop their own installation-specific performance measures designed to achieve installation unique objectives and targets. **(T-1)**. By incorporating these performance measures into the EAPs and ensuring their inclusion in the management reviews, organizations can focus priority actions on those areas critical for improved performance.

7.4.3. Installation organizations shall ensure that calibrated or verified compliance monitoring and measurement equipment is used and maintained IAW AFI 21-113, *Air Force Metrology, and Calibration (AFMETCAL) Management*, and retain associated records. **(T-1)**. Installations must document the location of equipment maintenance records in eDASH. **(T-1)**. Installations must maintain, verify, and calibrate monitoring and measuring equipment that does not fall under the purview of AFI 21-113. **(T-1)**. The installation should have an inventory of all monitoring and measuring equipment.

7.5. Corrective and Preventive Action. Installations shall implement, track, and appropriately address corrective and preventive actions for all inspection findings IAW DoDI 4715.06, DoDI 4715.17, AFI 90-201, and AFI 32-7047. **(T-0)**.

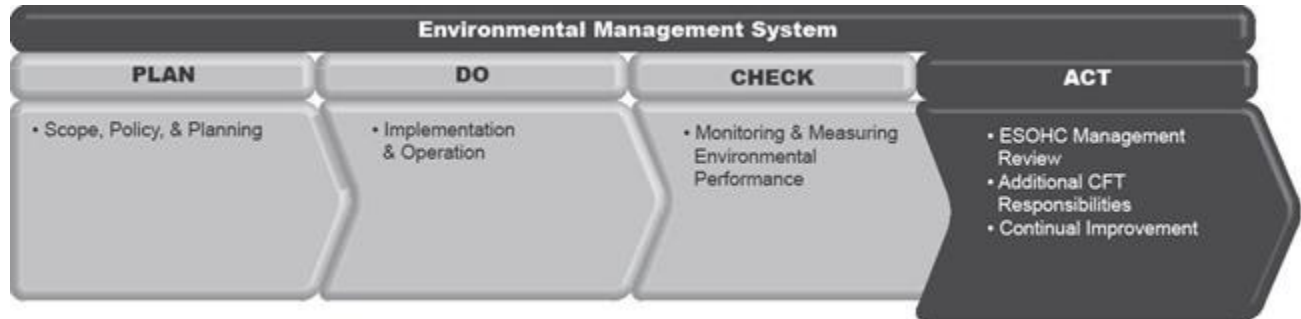
7.6. Legal Compliance Tracking and Reporting. AF installations shall track and report non-compliance with applicable federal, state, local, DoD, and AF, environmental laws and regulations IAW AFI 32-7047. **(T-0)**.

Chapter 8

MANAGEMENT REVIEW AND CONTINUAL IMPROVEMENT

8.1. Overview. The Management Review is part of the Act Phase of the EMS. IAW AFI 90-801, ESOHCs established at HAF, MAJCOMs, and installations, conduct management reviews to assess the suitability, adequacy, and effectiveness of the management system.

Figure 8.1. EMS Performance Monitoring Phase.



8.2. Environmental, Safety, and Occupational Health Council (ESOHC).

8.2.1. Installation ESOHCs shall conduct a management review of their EMS IAW DoD 4715.17. **(T-0)**. Installation ESOHCs shall document the frequency of these reviews (e.g., annual, semi-annual, rolling) in eDASH. **(T-1)**. ESOHCs shall review the progress towards achieving the installation's objectives and targets and performance measures. **(T-1)**. Senior leadership shall provide appropriate direction for the correction of noted deficiencies, including the need for investment, policy revision, and recalibration of objectives and targets. **(T-1)**.

8.2.2. Installation ESOHCs shall ensure the management review follows ISO 14001 standards, including the following: **(T-0)**.

8.2.2.1. Results of internal and external inspections and evaluations of compliance with legal requirements and with other requirements such as federal regulations and guidelines and AFIs.

8.2.2.2. Communication(s) from external interested parties, including complaints.

8.2.2.3. The status of the environmental program as evidenced by performance measures and inspections.

8.2.2.4. The extent to which objectives and targets have been met, including those for sustainability as mandated by HAF and/or AFCEC, and recommendations for new objectives and targets to replace those that have been met.

8.2.2.5. Status of corrective and preventive actions.

8.2.2.6. Follow-up actions from previous management reviews.

8.2.2.7. Changing circumstances, including developments in legal and other requirements related to its environmental aspects.

8.2.2.8. Approval of the aspects inventory and related EAPs as developed by the CFT.

8.2.2.9. Recommendations for improvement.

8.3. Cross-Functional Team (CFT). The installation CFT plays a key role in communicating with senior leadership. In addition to assisting with the ESOHC execution, the CFT also is responsible for other tasks to include those below:

8.3.1. Aspect Inventory Review—Installation CFTs shall complete initial and annual aspect inventory reviews. **(T-0)**. Once the CFT completes the aspect inventory, the CFT Chair shall report to the ESOHC when aspects are categorized as ‘study’, ‘maintain’, or ‘improve’. **(T-1)**. The ESOHC provides final approval of aspects and related EAPs.

8.3.2. Objectives and Targets—The CFT shall track progress towards achieving objectives and targets, and update EAPs, as required. **(T-1)**. The CFT shall provide the ESOHC updates detailing the status of achieving objectives and targets that include: **(T-1)**.

8.3.2.1. Analysis of whether targets supported the objective.

8.3.2.2. Resource adequacy.

8.3.2.3. Whether additional objectives or targets were added.

8.3.2.4. Whether HAF and/or AFCEC objectives and targets for sustainability are included.

8.3.3. At least annually, the CFT Chair shall provide the ESOHC with an overall management review report of the EMS and the state of the installation in regards to environmental or sustainability areas. **(T-1)**. This review can be accomplished in a single meeting or over the course of a year, as outlined in paragraph 8.2. The standardized Management Review Tool on eDASH will be utilized to perform the review with guidance and procedures available on the EMS page in eDASH and the EMS playbook on the AF CE Portal: <https://cs1.eis.af.mil/sites/ceportal/CEPlaybooks/Pages/default.aspx> **(T-1)**.

JUDITH A. FEDDER, Lieutenant General, USAF
DCS/Logistics, Installations & Mission Support

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- AFPD 32-70, *Environmental Quality*, 20 Jul 94
- AFPD 35-1, *Public Affairs Management*, 28 Sep 12
- AFPD 90-8, *Environment, Safety, and Occupational Health*, 2 Feb 12
- AFPD 90-11, *Air Force Strategy, Planning, and Programming Process*, 6 Aug 15
- AFI 10-2501, *Air Force Emergency Management Program Planning and Operations*, 24 Jan 07
- AFI 21-113, *Air Force Metrology and Calibration Management*, 23 Mar 11
- AFI 23-201, *Fuels Management*, 20 Jun 14
- AFI 23-204, *Organizational Fuel Tanks*, 24 Jul 12
- AFI 23-502, *Recoverable Fuel*, 31 Oct 14
- AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreement Procedures*, 18 Oct 13
- AFI 32-1001, *Operations Management*, 16 Oct 14
- AFI 32-1002, *Snow and Ice Control*, 22 Jan 15
- AFI 32-1021, *Planning and Programming Military Construction Projects*, 31 Oct 14
- AFI 32-1023, *Designing and Constructing Military Construction Projects*, 21 Apr 10
- AFI 32-1032, *Planning and Programming Appropriated Funded Maintenance, Repair, and Construction Projects*, 24 Sep 15
- AFI 32-1052, *Facility Asbestos Management*, 24 Dec 14
- AFI 32-1053, *Integrated Pest Management Program*, 20 Nov 14
- AFI 32-1067, *Water Systems and Fuel Systems*, 4 Feb 15
- AFI 32-7020, *The Environmental Restoration Program*, 7 Nov 14
- AFI 32-7040, *Air Quality Compliance and Resource Management*, 4 Nov 14
- AFI 32-7042, *Waste Management*, 7 Nov 14
- AFI 32-7044, *Storage Tank Environmental Compliance*, 18 Aug 15
- AFI 32-7047, *Environmental Compliance, Release and Inspection Reporting*, 22 Jan 15
- AFI 32-7061, *The Environmental Impact Analysis Process*, 12 Mar 03
- AFI 32-7062, *Comprehensive Planning*, 27 Jun 13
- AFI 32-7063, *Air Installations Compatible Use Zones Program*, 15 Jul 15
- AFI 32-7064, *Integrated Natural Resources Management*, 18 Nov 14
- AFI 32-7065, *Cultural Resources Management*, 19 Nov 14

AFI 32-7066, *Environmental Baseline Surveys In Real Property Transactions*, 26 Jan 15

AFI 32-7086, *Hazardous Materials Management*, 4 Feb 15

AFI 33-360, *Publications and Forms Management*, 25 Sep 13

AFI 33-364, *Records Disposition—Procedures and Responsibilities*, 22 Dec 06

AFI 35-101, *Public Affairs Responsibilities and Management*, 18 Aug 10

AFI 35-105, *Community Relations*, 26 Jan 10

AFI 35-108, *Environmental Public Affairs*, 14 Jul 15

AFI 36-2201, *Air Force Training Program*, 15 Sep 10

AFI 48-144, *Drinking Water Surveillance Program*, 21 Oct 14

AFI 48-145, *Occupational and Environmental Health Program*, 22 Jul 14

AFI 63-101, *Integrated Life Cycle Management*, 7 Mar 13

AFI 65-610, *Guidance for Expenditures at Deployed Location*, 20 Jun 13

AFI 90-201, *The Air Force Inspection System*, 21 Apr 15

AFI 90-2001, *Encroachment Management*, 3 Sep 14

AFI 90-801, *Environment, Safety, and Occupational Health Councils*, 25 Mar 05

AFOHSTD 48-20, *Occupational Noise and Hearing Conservation Program*, 10 May 13

AFMAN 33-363, *Management of Records*, 1 Mar 08

AFH 32-7084, *AICUZ Program Manager's Guide*, 1 Mar 99

AFPAM 32-7043, *Hazardous Waste Management Guide*, 1 Nov 95

E.O. 12088, *Federal Compliance and Pollution Control Standards*, 13 Oct 78

E.O. 12114, *Environmental Effects Abroad of Major Federal Actions*, 4 Jan 79

E.O. 13693, *Planning for Federal Sustainability in the Next Decade*, 19 Mar 15

29 C.F.R. Part 1910.1001, *Asbestos*

32 C.F.R. Part 187, *Environmental Effects Abroad of Major Department of Defense Actions*

32 C.F.R. Part 989, *Environmental Impact Analysis Process*

40 C.F.R. Parts 50-99, *Clean Air Act*

40 C.F.R. Parts 1500-1508, *Council on Environmental Quality*

DoDM 4140.1, *DoD Supply Chain Materiel Management Procedures*, 10 Feb 14

DoD 4500.9-R, *Defense Transportation Regulation (DTR)—Part II: Cargo Movement*, **Chapter 204**, *Hazardous Materials*, 24 Nov 14

DoD 7000.14-R, *Department of Defense Financial Management Regulation*, Jun 11

DoDD 3000.10, *Contingency Basing Outside the United States*, 10 Jan 13

DoDD 5000.01, *The Defense Acquisition System*, 12 May 03

DoDD 5530.3, *International Agreements*, 11 Jun 87

DoDI 4710.02, *DoD Interactions with Federally Recognized Tribes*, 14 Sep 06

DoDI 4715.05, *Environmental Compliance at Installations Outside the United States*, 1 Nov 13

DoDI 4715.06, *Environmental Compliance in the United States*, 4 May 15

DoDI 4715.08, *Remediation of Environmental Contamination Outside the United States*, 1 Nov 13

DoDI 4715.17, *Environmental Management System*, 15 Apr 09

DoDI 5000.02, *Operation of the Defense Acquisition System*, 7 Jan 15

DoDI 6050.05, *DoD Hazard Communication (HAZCOM) Program*, 15 Aug 06

Defense Acquisition Guidebook, 28 Jun 13

ISO 14001:2004 (updated 2015), *Environmental Management Systems—Requirements with guidance for use*

MIL-STD-882D, *Department of Defense Standard Practice for System Safety*, 10 Feb 00

T.O. 37-1-1, *General Operation and Inspection of Installed Fuel Storage and Dispensing Systems*, 15 Jul 13

T.O. 42B-1-1, *Quality Control of Fuels and Lubricants*, 19 Nov 12

T.O. 42B-1-23, *Management of Recoverable and Waste Liquid Petroleum Products*, 25 Jun 12

UFC 3-460-03, *Operation and Maintenance: Maintenance of Petroleum Systems*, 21 Jan 03

FAR 52.223-5, *Pollution Prevention and Right-to-Know Information*

FAR 52.223-19, *Compliance with Environmental Management Systems*

Prescribed Forms

None.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AAFES—Army Air Force Exchange Service

ACES-PM—Automated Civil Engineer System-Project Management Module

ACM—Asbestos-Containing Material

ADL—Advanced Distributive Learning

ADLS—Advanced Distributive Learning System

AETC—Air Education and Training Command

AF—Air Force

AFCEC—Air Force Civil Engineer Center

AFI—Air Force Instruction
AFIT—Air Force Institute of Technology
AFIS—Air Force Inspection System
AFLC—Air Force Learning Committee
AFLOA—Air Force Legal Operations Agency
AFMAN—Air Force Manual
AFMC—Air Force Materiel Command
AFMETCAL—Air Force Metrology and Calibration
AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Center
AFRIMS—Air Force Records Information Management System
AFSO21—Air Force Smart Operations for the 21st Century
AICUZ—Air Installation Compatible Use Zone
AM—Asset Management
AMP—Activity Management Plan
ANG—Air National Guard
AST—Aboveground Storage Tank
BAA—Broad Agency Announcement
BCAMP—Base Comprehensive Asset Management Plan
BE—Bioenvironmental Engineering
BI—Built Infrastructure
BMP—Best Management Practice
BMT—Basic Military Training
BRAC—Base Realignment and Closure
CAA—Clean Air Act
CBA—Cost-Benefit Analysis
CCIP—Wing Commander’s Inspection Program
CE—Civil Engineering
CEQ—Council on Environmental Quality
C.F.R.—Code of Federal Regulations
CFT—Cross-Functional Team
COLS—Common Output Level Standard

CONUS—Continental United States
DeCA—Defense Commissary Agency
DERF—Defense Emergency Response Fund
DoD—Department of Defense
DoDD—Department of Defense Directive
DoDI—Department of Defense Instruction
DRU—Direct Reporting Unit
DUSD(I&E) —Deputy Under Secretary of Defense for Installations and Environment
EA—Environmental Assessment
EAP—Environmental Action Plan
EBS—Environmental Baseline Survey
ECAMP—Environmental Compliance Assessment and Management Program
EESOH-MIS—Enterprise Environmental, Safety, and Occupational Health-Management Information System
EET—Environmental Education and Training
EIAP—Environmental Impact Analysis Process
EIS—Environmental Impact Statement
ELO—Environmental Liaison Officer
EMS—Environmental Management System
E.O—Executive Order
EPA—Environmental Protection Agency
EPEAT—Electronic Product Environmental Assessment Tool
EPG—Environmental Program Group
EQ—Environmental Quality
ERP—Environmental Restoration Program
ESOH—Environment, Safety, and Occupational Health
ESOHC—Environmental, Safety, and Occupational Health Council
ESTCP—Environmental Security Technology Certification Program
ETCA—Education and Training Course Announcement
ETL—Engineering Technical Letter
FAR—Federal Acquisition Regulation
FEMP—Federal Energy Management Program
FGS—Final Governing Standards

FM—Financial Management
FOA—Field-Operating Agency
FSC—Field Support Center
GCC—Geographic Combatant Command
GHG—Greenhouse Gas
GOCO—Government-Owned, Contractor-Operated
GSU—Geographically Separated Unit
HAF—Headquarters Air Force
HAZCOM—Hazardous Communication
HAZMAT—Hazardous Material
HHQ—Higher Headquarters
HMMP—Hazardous Materials Management Process
HPA—Hazardous Process Authorization
HQ USAF—Headquarters, United States Air Force
IAW—In Accordance With
ICRMP—Integrated Cultural Resources Management Plan
IDP—Installation Development Plan
IEF—Intermediate Environmental Function
IG—Inspector General
IHMP—Installation HAZMAT Management Program
INRMP—Integrated Natural Resource Management Plan
IPL—Integrated Priority List
IPT—Integrated Process Team
ISO—International Organization for Standardization
IST—Installation Support Team
IT—Information Technology
LBP—Lead-Based Paint
LEC—Lead Environmental Component
MAJCOM—Major Command
MICT—Management Internal Control Toolset
MILCON—Military Construction
MRT—Mission Readiness Training

NATO—North Atlantic Treaty Organization
NEPA—National Environmental Policy Act
NGO—Non-Governmental Organization
NI—Natural Infrastructure
O&M—Operations and Maintenance
OCONUS—Outside the Continental United States
OCOTF—Overseas Contingency Operation Transfer Fund
ODS—Ozone Depleting Substance
OEBGD—Overseas Environmental Baseline Guidance Document
OFEE—Office of the Federal Environmental Executive
OJT—On-the Job Training
OMB—Office of Management and Budget
OPLAN—Operation Plan
OPORD—Operation Order
OPR—Office of Primary Responsibility
ORM—Operational Risk Management
OSD—Office of the Secretary of Defense
P2—Pollution Prevention
P2OA—Pollution Prevention Opportunity Assessment
PA—Public Affairs
PAD—Program Action Directive
PCB—Polychlorinated Biphenyl
PE—Program Element
PEC—Program Element Code
PEM—Program Element Manager
PR—Planning Readiness
PME—Professional Military Education
POC—Point of Contact
POL—Petroleum, Oil, and Lubricants
POM—Program Objective Memorandum
PPBE—Planning, Programming, Budgeting, and Execution
PWS—Performance Work Statement

RC—Regional Council
REC—Regional Environmental Coordinator
RDS—Records Disposition Schedule
ROI—Return on Investment
SAF—Secretary of the Air Force
SAM—Sample, Analysis, and Monitoring
SDWA—Safe Drinking Water Act
SE—Safety
SERDP—Strategic Environmental Research and Development Program
SG—Surgeon General
SJA—Staff Judge Advocate
SME—Subject Matter Expert
SOFA—Status of Forces Agreement
SPP—Sustainable Procurement Program
SRM—Sustainment, Restoration, and Modernization
SSPP—Strategic Sustainability Performance Plan
SW—Solid Waste
TDY—Temporary Duty
T.O—Technical Order
UEC—Unit Environmental Coordinator
UEI—Unit Effectiveness Inspection
UFC—Unified Facilities Criteria
U.S—United States
USAFSAM—U.S. Air Force School of Aerospace Medicine
U.S.C—United States Code
USDA—U.S. Department of Agriculture
UST—Underground Storage Tank
VEMO—Virtual Environmental Management Office
VOT—Vision, Objective, and Target
WS—Weapon System
WSP2—Weapon System Pollution Prevention

Terms

A4-EM—The generic term describing the MAJCOM A4 WSs environmental management office or point of contact (POC). Each MAJCOM may have such a person or office established to work WS environmental issues and interact with the AFMC or joint service WS program offices/system groups or the EMS responsible for each AF or DoD WS. The installation WS ESOH indicators and candidate process information are gathered by the organization UECs or the installation WS UEC and forwarded through their ESOHC to the MAJCOM A4-EM offices/POC for WS acquisition issues and then on to the ESOH POC for each WS and their single manager.

Activity Management Plans (AMP)—Plans that define the CE business processes, requirements, and risk management for providing facilities, utilities, transportation, waste management, and NI. AMPs follow a structure that includes standardized level of services, key performance indicators, environmental compliance, programming, and training requirements.

Appropriate Facility—Any facility subject to compliance with environmental regulation or conducts activities that can have an impact on the environment, either directly or indirectly, individually or cumulatively, due to the operations of the facility's or organization's mission, processes or functions.

Asset Management (AM)—Use of systematic and integrated processes to manage natural and built assets and their associated performance, risk, and expenditures over their life cycles to support missions and organizational goals.

Capability—The attributes required to achieve operational effectiveness through a combination of regulatory compliance, management system conformance, and asset capacity.

Capacity—The ability of NI and workforce assets to meet operational requirements. Assets that lack sufficient capacity are thought to be resource deficiencies and subject to denial of use, while assets with excess capacity are considered to provide resource opportunities.

Conformance—The measure of EMS's correspondence with PE of the ISO 14001 standard and those requirements established by HAF and supplemented by MAJCOMs and/or the implementing organization.

Contingency Location—A non-enduring location outside of the U.S. that supports and sustains operations during named and unnamed contingencies or other operations as directed by appropriate authority and is categorized by mission life-cycle requirements as initial, temporary, or semi-permanent. For more information, see DoDI 3000.10.

Cross-Functional Team (CFT)—Group of SMEs representing key organizations to include operations, maintenance, safety, environment, occupational health, transportation, ranges, and any others deemed critical for development and execution of ESOH initiatives. Typically, it also includes military, civilian, and contractor personnel from all levels of the organizations. A deputy group commander or higher will chair the team. He or she may wish to contact facility tenants, non-AF entities, and other units to serve on the CFT. The team is given broad objectives, but not specific directives. Decision-making within the team is usually based on consensus.

CFT Chair (Management Representative)—No lower than a deputy group commander. The CFT Chair is the specific management representative who, irrespective of other responsibilities, shall have the responsibilities and authority for ensuring that EMS requirements are developed,

implemented, and maintained; and will provide reporting to the ESOHC on the performance of the EMS, including recommendations for improvement.

DoD Component—A Military Department, Service, Agency or other organization entity within the DoD.

Environmental Management System (EMS)—An EMS is a systemic approach to handling environmental issues within an organization. The AF EMS is based on the ISO 14001 standard. It provides a continual cycle of planning, implementing, reviewing, and improving the process and actions that an organization undertakes to identify and correct deficiencies and improve environmental (and overall) performance.

EMS Coordinator—Provides day-to-day support to the CFT and the CFT Chair. The EMS Coordinator functions as the recorder for the CFT and works with the CFT to ensure EMS requirements are developed, implemented, and maintained; and reported to the ESOHC on the performance of the EMS, including recommendations for improvement. The EMS Coordinator shall be an Environmental Program Manager.

Encroachment—Degradation and/or denial of access to a resource caused by competition for that resource.

Enduring Location—A physical area a DoD Component currently maintains and uses now that DoD intends to maintain access and use of for the foreseeable future. Enduring locations include main operating bases, forward operating sites, and cooperative security locations. For more information, see DoDI 4715.05 and DoDI 4715.08.

Environmental Action Plan (EAP)—A comprehensive plan developed under the installation EMS or developed at the EMS organizational or programmatic level to achieve specified objectives and targets to address EMS significant aspects, environmental encroachment issues, or other DoD/AF priorities. The EAP will contain VOTs, and document action items or tasks (with performance measures) to meet or exceed those objectives and targets.

Environmental Aspect—An element of a facility's activities, products, or services that can interact with the environment (i.e., creates the possibility for an environmental impact). An aspect can be thought of as the "cause" of an environmental impact but does not necessarily result in an environmental impact.

Environmental Compliance, Assessment, and Management Program (ECAMP)—In response to E.O. 12088, Federal Compliance and Pollution Control Standards, the AF designed the ECAMP to assist AF installations and organizations in complying with all applicable regulatory standards. ECAMPs include all major and minor installations (including tenant organizations on and off the installation), support sites with one or more permits from environmental regulatory agencies (federal, state, local, DoD, or AF), and GOCO facilities. ECAMP has recently transformed under the AF Inspection System IAW AFI 90-201, and must now conform to the IG Inspection process at all levels, including the Commander's Inspection program (linked to Stage 2) and external Unit Effectiveness Inspection process (linked to Stage 3). The latest ECAMP is evolving into a subset of the IG inspection process to help HAF, MAJCOMs, and commanders assess the status of their EMSs, and to identify and track solutions to environmental problems, and is comprised of the Environmental Self-Assessment process managed by AFCEC/CZ.

Environmental Health—The discipline concerned with identifying and preventing illness and injury due to exposure to hazardous chemical, physical, and biological agents that may be encountered in the ambient environment – air, water, or soil at in-garrison and deployed locations.

Environmental Impact—Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization’s activities, products, or services. An impact can be thought of as an “effect” or “outcome” of an environmental aspect. A potential environmental impact is characterized by its probability and consequence. Impacts can be positive or negative.

Environmental Liaison Officer (ELO)—An environmental law action officer assigned to AFLOA/JACE-FSC. The ELO is embedded with MAJCOM legal offices and assists the MAJCOM/SJA by communicating priorities and objectives to the FSC.

Environment, Safety, and Occupational Health Council (ESOHC)—The ESOH steering group that conducts an annual review including policies and programs, establishes goals, monitors progress, and advises leadership.

Environmental Quality (EQ)—The combination of three traditional environmental pillars that need to be managed to ensure the protection of the NI and compliance with environmental regulations. These encompass the program elements of compliance, conservation, and P2.

Environmentally Preferable—Products or services having a lesser or reduced effect on human health and the environment when compared with competing products or services serving the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or product or service disposal.

Final Governing Standards (FGS)—A set of country-specific substantive provisions (not procedural), typically technical limitations on effluent, discharges, etc. or a specific management practice.

Foreign Country—Any land, water, or airspace that is subject to competent exercise of jurisdiction by one or more foreign governments or international organizations; a nation, territory, or geographic area that is outside the customs territories of the U.S..

Government-Owned, Contractor-Operated (GOCO)—A facility that is owned by the Government and operated under contract by a non-government, private firm.

Hazard—Any real or potential condition that can cause injury, illness, or death to personnel; damage to or loss of a system, equipment, or property; or damage to the environment.

Host Nation—A nation other than the U.S. that receives the force or supplies of allied nations or North Atlantic Treaty Organization (NATO) organizations, the former force or supplies to be located on, to operate in, or to transit through its territories.

Installation—An enduring location consisting of a base, camp, post, station, yard, center, or other DoD activity under the operational control of the Secretary of a Military Department or the Secretary of Defense. For more information, see DoDI 4715.05 and DoDI 4715.08.

Intermediate Environmental Function (IEF)—The environmental function at the intermediate level between the installation civil engineer and AFCEC or HAF. The IEF facilitates information exchange, provides consultation, and executes environmental actions on behalf of HAF or

AFCEC (primarily AFCEC). For active-duty and reserve AF installations located in the U.S. and U.S. territories, this is the AFCEC/CZ IST. For installations located overseas, it is the AFCEC/CF Europe and Pacific Divisions (Environmental Branches). The IEF for ANG installations, on behalf of the National Guard Bureau, is the NGB/A7AN.

International Agreement—A multilateral or bilateral agreement, such as an installation’s rights or access agreement, a Status of Forces Agreement (SOFA), or any other instrument defined as a binding international agreement under DoDD 5530.3, International Agreements.

Lead Environmental Component (LEC)—The Secretary of a Military Department, Combatant Commander, or Sub-unified Commander specifically designated by the Deputy Under Secretary of Defense for Installations and Environment (DUSD(I&E)), in this instruction to execute the responsibilities prescribed in DoDI 4715.05, Enclosure 2, for environmental matters associated with DoD installations in specific foreign countries.

Management Review—A process used to evaluate the suitability, adequacy, and effectiveness of the EMS. Used to identify and assess opportunities to change an organization’s EMS policy and objectives, to address resource needs, and to look for opportunities to improve its products.

Mishap—An unplanned event or series of events resulting in death, injury, occupational illness, damage to or loss of equipment or property, or damage to the environment.

Natural Infrastructure (NI)—Assets (air, water, land, and frequency spectrum) evaluated during a Natural Infrastructure Assessment, which are resources necessary to support current and future operational requirements.

Operational Risk Management (ORM)—The systematic process of identifying hazards, assessing risk, analyzing risk control options and measures, making control decisions, implementing control decisions, formally accepting residual risks, and supervising/reviewing the activity for effectiveness. Reference MIL-STD-882D, Department of Defense Standard Practice for System Safety, and DoDD 5000.01, The Defense Acquisition System, for appropriate guidance.

Organizational-level EMS—A EMS that contains only those elements that are necessary for the organization to carry out certain necessary functions for setting and transmitting objectives and targets to lower units and for collecting, packaging and reporting on accomplishments and compliance. It will seldom contain all the elements of an ISO 14001-conforming EMS. It is also not necessary that each of the elements conform to the ISO 14001 specifications. In recognition of this, the OFEE has exempted organizational-level EMSs from the federal requirement for periodic Declaration of Conformance. Only facility-level EMSs (including multi-site EMSs) must continue to comply with that requirement. (See reference guidance on ‘higher-tier EMS’ issued by the OFEE on 31 October, 2008: Guidance on Implementing Environmental Management Systems “At All Appropriate Organizational Levels”)

Overseas—A nation, territory, or geographic area that is outside the customs territories of the U.S., a foreign country or territory.

Overseas Environmental Baseline Guidance Document (OEBGD)—The OEBGD is a set of objective criteria and management practices developed by the DoD, pursuant to DoDI 4715.05. It specifies the minimum criteria for environmental compliance at permanent DoD installations at overseas locations where no FGS have been established. It is designed to protect human health

and safety and reflects generally accepted environmental standards applicable to DoD installations and activities in foreign countries. The OEBGD is used to develop and update country-specific FGS for all DoD components located in that host nation.

Overseas Installation—A facility or group of facilities at a fixed geographical location under the control of a DoD component, and other facilities designated by a Unified Combatant Commander, base, camp, post, station, yard, center, or other activity under the jurisdiction of the Secretary of a Military Department that is located outside the U.S. and outside any territory, commonwealth, or possession of the U.S.

Planning Readiness—Installation readiness to support new mission requirements. Can be facilitated or supported by the installation level EMS, provide awareness of the status of baseline planning elements and overall readiness of programs, and incorporated into the EIAP and/or other decision-making processes. Measures the degree to which basic planning requirements, including installation environmental planning elements and sustainability indicators, are being met in order to assist in aligning resources to high-risk areas for investment (e.g., long lead items). Enables early NEPA risk reduction planning to include meeting aggressive goals for 6-month Environmental Assessments (EAs) and 12-month Environmental Impact Statements (EISs), which are possible when accompanied with sound proponent proposals.

Pollution Prevention (P2)—Source reduction and other practices that reduce or eliminate the amount of hazardous substances, pollutants, or contaminants entering the waste stream or otherwise released into the environment prior to recycling, treatment, and disposal; reduces the hazards to public health and the environment associated with the release of such substances, pollutants, or contaminants; and, increases efficiency in the use of raw materials, energy, water, or other resources; or protection of natural resources by conservation.

Regional Counsel (RC)—A part of AFLOA/JACE imbedded with the AFCEC/RO and responsible for providing environmental law support to installations, AFCEC, MAJCOMs, and the REO.

Risk—An expression of the impact and possibility of a mishap in terms of potential mishap severity and probability of occurrence.

Significant Aspect—An environmental aspect that has or can have a significant environmental impact. The significance of impacts is determined by the application of significance criteria. An aspect is either significant or it is not significant, there is no significance gradations and no aspect is more or less significant than another aspect. However, once selected, all the significant aspects can be ranked either explicitly, by listing them in order of priority, or implicitly by varying the resources and timeframes allocated to the achievement of objectives and targets in the EAPs.

Site—Any single parcel of land, regardless of size, used and maintained by a DoD Component.

Subject Matter Expert (SME)—An expert in EMS subject matter, usually located at AFCEC.

Sustainable Procurement Program (SPP)—Procurement using sustainable environmental practices, including, but not limited to, acquisition of:

- EPA designated recycled content products.

- Electronic Product Environmental Assessment Tool (EPEAT)[®] registered electronic equipment.

Environmentally preferable products and services.

ENERGY STAR® and Federal Energy Management Program (FEMP) designated energy-efficient products.

Water-efficient products.

U.S. Department of Agriculture (USDA) designated bio based products.

Alternative fuel vehicles and alternative fuels.

Non-ozone depleting substances.

Low or non-toxic substances or products containing low or non-toxic constituents.

Renewable energy sources.

Sustainable building materials.

Sustainability—To create and maintain conditions under which humans and nature can exist in productive harmony that permit fulfilling the social, economic, and other requirements of present and future generations.

Sustainment, Restoration, and Modernization (SRM)—Principle used to ensure a calculated level of investment targeted to preserve and improve all infrastructures, including natural (previously applied only to BI).

Treaty—A written international agreement between nation states or between a nation state and an international organization, which was formally signed by authorized national representatives and ratified according to a nation's laws, and which is governed and enforceable by international law. As used here, the term "treaty" includes charters, compacts, conventions, covenants, and protocols.

Unified Combatant Command—A military command which has a broad, continuing mission under a single commander and which is composed of forces from two or more military departments.

United States (U.S.)—All States, territories, and possessions of the U.S., and all waters and airspace subject to the territorial jurisdiction of the U.S.

Weapons System (WS)—Items that can be used directly by the Armed Forces to carry out combat missions.

Attachment 2

ENVIRONMENTAL GUIDANCE REFERENCES

Table A2.1. Environmental Guidance by Program Area.

| MEDIA PROGRAM | SME Y/N | REFERENCE | GUIDANCE |
|---------------|---------|---|---|
| Air Quality | Yes | 40 C.F.R. Parts 50-99; <i>Clean Air Act</i> (42 U.S.C. § 7401-7671q); AFI 32-7040, <i>Air Quality Compliance and Resource Management</i> ; and state and local rules implementing the Clean Air Act (CAA) | Establishes AF air quality compliance program requirements. |
| | | 40 C.F.R. Part 63, <i>National Emissions Standards for Hazardous Air Pollutants for Source Categories</i> ; AFI 48-145, <i>Occupational and Environmental Health Program</i> ; AFI 32-7040, <i>Air Quality Compliance, and Resource Management</i> | Establishes indoor air quality program requirements. |
| | | 40 C.F.R. Part 51, Subpart W, <i>Determining Conformity of General Federal Actions to State or Federal Implementation Plans</i> ; 40. C.F.R. Part 93, Subpart B, <i>Determining Conformity of Federal Actions to State or Federal Implementation Plans</i> ; 32 C.F.R. Part 989.30, <i>Air quality</i> ; and AFI 32-7040, <i>Air Quality Compliance and Resource Management</i> | General Conformity Rule requires all federal actions conform to applicable State Implementation Plan and/or EPA air pollution limits and do not cause or contribute to new violations. |
| | | Air Force Air Quality EIAP Guide | Provides assistance in understanding and complying with the general conformity rule, to include conformity planning. Discusses conformity as it relates to EIAP, and Base Realignment and Closure (BRAC) actions. |
| Water Quality | Yes | | Covers aspects of water. |
| Water Supply | | AFI 32-1067, <i>Water Systems</i> ; AFI 48-144, <i>Drinking Water Surveillance Program</i> | Describes overall water supply program requirements. |

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|----------------------------|-----|--|--|
| Storm Water | | AFI 32-7041, <i>Water Quality Compliance</i> ; AFI 32-1002, <i>Snow and Ice Control</i> | Describes overall storm water program. |
| Wastewater | | AFI 32-7041, <i>Water Quality Compliance</i> | Describes wastewater (point sources and nonpoint sources) program requirements. |
| | | AFI 32-7041 <i>Water Quality Compliance</i> | Contains additional requirements for overseas installations. |
| Hazardous Materials | Yes | AFI 32-7086, <i>Hazardous Materials Management</i> | Describes the AF HMMP, including establishing mandates for installation HAZMAT management, providing the process for WS HAZMAT, and the requirements for ODS. |
| | | DoDI 6050.05, <i>DoD Hazard Communication (HAZCOM) Program</i> ; DoD 4140.1-R, <i>DoD Supply Chain Materiel Management Regulation</i> ; DoD 4500.9-R, <i>Defense Transportation Regulation (DTR)—Part II: Cargo Movement, Chapter 204, Hazardous Materials</i> | Describes the implementation of the Installation HAZMAT Management Program (IHMP). |
| Hazardous Waste | Yes | AFI 32-7042, <i>Waste Management</i> | Describes the AF management of HW. |
| | | AF Pamphlet (AFPAM) 32-7043, <i>Hazardous Waste Management Guide</i> | Provides guidance for managing HW at AF installations to meet federal, state, interstate, DoD, and AF requirements. For overseas, the AFI applies to the extent that it does not conflict with applicable international agreement, country-specific FGS, and/or OEBGD requirements. In case of a conflict between these documents, generally the more protective standards requirement should be followed. |
| | | AFI 48-145, <i>Occupational and Environmental Health Program</i> | Activities may coordinate with BE to determine any occupational or environmental health risk related to their wastes. |
| | | E.O. 13423, <i>Strengthening Federal Environmental, Energy, and Transportation Management</i> | Provides goals for reduction of HAZMAT use. |
| Solid Waste | No | AFI 32-7042, <i>Waste Management</i> | Describes the AF management of solid waste (SW). |

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| Toxic Substances | | | Covers aspects of toxic substances. |
| Lead-Based Paint (LBP) | Yes | AF Policy and Guidance on LBP (latest approved edition) | Describes the overall LBP management program. Purpose is to achieve LBP compliance and prevent non-compliance with all LBP laws, regulations, and requirements. Includes sampling (CE funded), assessments and bulk sample, analysis, and monitoring (SAM) conducted specifically to address health concerns (funded by SG and the Defense Health Program). |
| Asbestos-Containing Materials (ACM) | | AFI 32-1052, <i>Facility Asbestos Management</i> ; 29 C.F.R. 1910.1001, <i>Asbestos</i> | Details the requirements for installations to manage asbestos properly. |
| Polychlorinated Biphenyls (PCB) | | AFI 32-7042, <i>Waste Management</i> | Summarizes key requirements for PCB management and disposal (both liquid and non-liquid). Note: Overseas requirements are defined by international agreements and the country-specific FGS or OEBGD. |
| Petroleum, Oil, and Lubricants (POL) | No | AFI 23-201, <i>Fuels Management</i> | Describes fuels management program. |
| | | AFI 23-204, <i>Organizational Fuel Tanks</i> | Describes fuel tank management. |
| | | AFI 23-502, <i>Recoverable and Unusable Liquid Petroleum Products</i> | Describes POL liquid product management. |
| | | T.O. 37-1-1, <i>General Operation and Inspection of Installed Fuel Storage and Dispensing Systems</i> | Describes installed fuel storage and dispensing systems general operation and inspection requirements. |
| | | T.O. 42B-1-1, <i>Quality Control of Fuels and Lubricants</i> | Describes quality control of fuels and lubricants. |
| | | T.O. 42B-1-23, <i>Management of Recoverable and Waste Liquid Petroleum Products</i> | Describes POL and liquid fuels disposal requirements. |
| | | UFC 3-460-03, <i>Operation Maintenance: Maintenance of Petroleum Systems</i> | Describes requirements for operation and maintenance of petroleum systems. |
| Storage Tanks | No | AFI 32-7044, <i>Storage Tank Compliance</i> | Describes the AF storage tank program for both underground storage tanks (USTs) and |

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| | | | aboveground storage tanks (ASTs). |
| Pest Management | Yes | AFI 32-1053, <i>Integrated Pest Management Program</i> . | Describes responsibilities and procedures for the Integrated Pest Management Program at AF installations. |
| Cultural Resources | Yes | AFI 32-7065, <i>Cultural Resources Management Program</i> . | Describes responsibilities and procedures for protecting and managing cultural resources (historic facilities, archaeological sites and collections, traditional cultural resources, and Native American sacred sites) and developing and implementing Integrated Cultural Resource Management Plans (ICRMPs). |
| | | DoDI 4710.02, <i>DoD Interactions with Federally Recognized Tribes</i> | Provides guidance for DoD Interactions with Federally Recognized Tribes, or Native Hawaiian Organizations (per Native American Graves Protection and Repatriation Act, 25 U.S.C. 3001 et seq. 16 Nov 90). |
| Natural Resources | Yes | AFI 32-7064, <i>Integrated Natural Resources Management</i> | Describes the responsibilities and procedures for managing natural resources and developing and implementing Integrated Natural Resource Management Plans (INRMPs) on AF property. |
| Environmental Planning | Yes | AFI 32-7061, <i>The Environmental Impact Analysis Process</i> (as promulgated at 32 C.F.R. Part 989) | Provides procedures for environmental impact analysis both within the United States and abroad. Procedures are essential to achieve and maintain compliance with NEPA and the CEQ Regulations (40 C.F.R. Parts 1500 – 1508, <i>Council on Environmental Quality</i>) |
| | No | AFI 90-2001, <i>Encroachment Management</i> ; AFI 32-7063, <i>Air Installation Compatible Use Zone Program</i> | Identifies the requirements to define and measure encroachment, along with roles and responsibilities. Provides roles and responsibilities for defining and preventing incompatible development. |
| | | AF Handbook (AFH) 32-7084, <i>AICUZ Program Manager's Guide</i> | Provides MAJCOM and installation-level Commanders and managers an overview of the AF's AICUZ program and specific guidance |

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| | | | concerning the organizational tasks and procedures necessary to implement the AICUZ program. |
| | | 32 C.F.R. Part 989, <i>Environmental Impact Analysis Process</i> ; AF Occupational Safety and Health Standard (AFOSHSTD) 48-20, <i>Occupational Noise and Hearing Conservation Program</i> (of the ESOH requirements) | Describes environmental workplace noise, which includes WS noise for maintainers and airfield operations personnel, along with hearing loss prevention (WS are exempt from regulations as an aspect under the Noise Control Act). |
| Environmental Restoration | Yes | AFI 32-7020, <i>Environmental Restoration Program</i> | Provides guidance and procedures for executing the AF Environmental Restoration Program (ERP) within the U.S. |
| | | DoDI 4715.08, <i>Remediation of Environmental Contamination Outside of the United States</i> | Provides guidance for remediation of environmental contamination outside of the U.S. |
| Environmental Baseline Surveys (EBSs) in Real Estate Transactions | No | AFI 32-7066, <i>Environmental Baseline Surveys In Real Estate Transactions</i> | Details responsibilities and procedures for conducting and documenting EBSs for planned real property transactions, including the termination or expiration of temporary property interests. It includes a ranking system for un-remediated property and guidance on when it is permissible to proceed with the transfer of un-remediated property. This AFI also provides a framework for complying with federal, state, and local disclosure and due diligence requirements. |
| Overseas Compliance Policy | No | DoDI 4715.05, applicable international agreements, and country-specific FGS or OEBGD in countries where no FGS exist | Defines overseas media requirements however, if an applicable U.S. law, Host Nation standard, international agreement, or AF policy becomes effective after publication of the current FGS or OEBGD, seek guidance from the appropriate country-specific DoD Environmental Executive Agent before implementing any changes. Also provides guidance for requesting waivers from compliance standards. |

Attachment 3

AF ORGANIZATIONAL EMS LEVELS

A3.1. HQ USAF (Highest Level – Agency Level).

A3.1.1. Establishes AF EMS policy and guidance IAW AFI 33-360.

A3.1.2. Develops AF-level EMS objectives and targets based on federal, DoD, and other requirements to minimize environmental risks of selected significant aspects. Uses the P2 methodology to set objectives and targets, taking into account significant environmental aspects and legal and other requirements.

A3.1.3. Directs MAJCOM/FOA to assist installations in implementation of AF-level EMS objectives and targets.

A3.1.4. Identifies legal and other requirements that sub-ordinate units must subscribe to.

A3.1.5. Establishes procedures for communicating between various levels of the AF and informing the external community about significant environmental aspects.

A3.1.6. Assigns program management accountability and establishes performance measures.

A3.1.7. Establishes reporting mechanism to promote accountability and measure performance.

A3.1.8. Collects, analyzes, and reports AF performance information to higher authority.

A3.1.9. Establishes a compliance and audit process to ensure all AF EMSs are in conformance with federal and DoD requirements.

A3.1.10. Conducts annual reviews with Top Management (ESOHC) to ensure continuing suitability, adequacy, and effectiveness of the EMS.

A3.1.11. Conducts internal audits of the HAF EMS at planned intervals to ensure its elements are properly implemented and maintained.

A3.2. MAJCOM/FOA (Mid-Level - Sub-Agency).

A3.2.1. Establishes MAJCOM/FOA supplemental and technical guidance for the installation or FOA IAW AFI 33-360.

A3.2.2. Identifies MAJCOM/FOA environmental aspects and impacts (including environmental aspects of energy and transportation) as rolled up from installation aspects; reports significant environmental aspects to higher headquarters.

A3.2.3. Identifies legal and other requirements that sub-ordinate units must subscribe to.

A3.2.4. Develops objectives and targets based on federal, DoD, and AF requirements to minimize environmental risks of selected significant aspects. Uses the P2 methodology to set objectives and targets, taking into account significant environmental aspects and legal and other requirements.

A3.2.5. Directs installations to implement AF-level and MAJCOM/FOA objectives and targets.

A3.2.6. Develops and disseminates MAJCOM/FOA EMS procedures for installations to implement.

A3.2.7. Obtains and allocates resources necessary to ensure EMS implementation and successful pursuit of objectives and targets.

A3.2.8. Conducts external audits of their installation EMSs and environmental compliance.

A3.2.9. Conducts internal audits of the MAJCOM/FOA EMS at planned intervals to ensure its elements are properly implemented and maintained.

A3.2.10. Collects, analyzes, and reports MAJCOM performance information.

A3.2.11. Conducts annual reviews with Senior Leadership (ESOHC) to ensure continuing suitability, adequacy, and effectiveness of the EMS.

A3.3. Installation (Lowest Level – Installation/Facility).

A3.3.1. Establishes installation/facility policy and guidance IAW AFI 33-360.

A3.3.2. Identifies environmental aspects and impacts of installation mission activities (including environmental aspects of energy and transportation).

A3.3.3. Identifies legal and other requirements that units must subscribe to.

A3.3.4. Develops objectives and targets to minimize environmental risks of selected significant aspects. Uses the P2 methodology to set objectives and targets, taking into account significant environmental aspects and legal and other requirements. Must include downward directed HAF & MAJCOM objectives and targets.

A3.3.5. Directs implementation of environmental action plans to achieve objectives and targets.

A3.3.6. Develops and implements operational controls for activities that could cause significant environmental impacts.

A3.3.7. Directs and provides training to employees whose activities could cause significant environmental impacts.

A3.3.8. Conducts internal audits of the EMS and environmental compliance.

A3.3.9. Conducts ongoing reviews with Senior Leadership (ESOHC) to ensure continuing suitability, adequacy, and effectiveness of the EMS.

A3.3.10. Reports environmental performance measures and significant environmental aspects to MAJCOM and AFCEC/CZ.

Table A3.1. AF Organizational EMS Levels—ISO 14001-Required EMS Elements.

| Element | Air Staff | MAJCOM | Installation | Element | Air Staff | MAJCOM | Installation |
|-------------------------------------|------------------|---------------|---------------------|---------------------------------------|------------------|---------------|---------------------|
| 1. Scope | Y | Y | Y | 10. Training | Y | Y | Y |
| 2. Policy | Y | N | N | 11. Operational Control | N | N | Y |
| 3. Aspects & Impacts | Y | Y | Y | 12. Monitoring & Measurement | Y | Y | Y |
| 4. Legal & Other Requirements | Y | Y | Y | 13. Evaluation of Compliance | N | Y | Y |
| 5. Objectives & Targets | Y | Y | Y | 14. Nonconformity & Corrective Action | Y | Y | Y |
| 6. Resources, Roles & Authority | Y | Y | Y | 15. Control of Records | Y | Y | Y |
| 7. Communication | Y | Y | Y | 16. Internal EMS Audit | Y | Y | Y |
| 8. Documentation & Document Control | Y | Y | Y | 17. Management Review | Y | Y | Y |
| 9. Emergency Preparedness | N | N | Y | | | | |

Attachment 4

AF ENVIRONMENTAL PROGRAMMING MATRIX

A4.1. The EQ Programming Matrix (Table A4 1) provides guidance to determine environmental requirements that are eligible for EQ funding. If a requirement is valid for EQ funding, the matrix provides additional information for recurring (Level 0) or non-recurring programming (Levels 1 & 2). For latest updates refer to the PPBE page on the AFCEC eDASH SharePoint site ([https://cs1.eis.af.mil/sites/edash/Web%20Part%20Pages%20%20Program%20Pages/Environmental/Environmental%20Quality%20\(EQ\)%20Planning%20Programming%20Budgeting%20and%20Execution.aspx](https://cs1.eis.af.mil/sites/edash/Web%20Part%20Pages%20%20Program%20Pages/Environmental/Environmental%20Quality%20(EQ)%20Planning%20Programming%20Budgeting%20and%20Execution.aspx)).

A4.2. Any deviations from the EQ Programming Matrix may be considered if a waiver package is submitted and approved by A4CE for funding.

A4.2.1. The waiver package will include a detailed description, justification, cost, program element, environmental driver, an engineering evaluation, and preventative actions taken to date if there was an EQ non-compliance or enforcement action, if applicable.

A4.2.2. Examples of deviations from standard EQ funded requirements include inflow & infiltration studies and removal of oil water separators to correct a non-compliance.

A4.3. Emergent requirements, which are critical and unforeseen requirements in the year of execution, should be processed through the AF AMP emergent process with A4C approval for requirements over \$100K.

TABLE A4.1. EQ Programming Matrix.

| TOPIC | VALID | | NOT VALID |
|--------------------|---|-------------------------------|---|
| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| COMPLIANCE | | | |
| 1.1 Training & TDY | <p>Training and/or certification required by law, regulation, EO, FGS/OEBGD, DoDI, AFI or AF CE Env IT Panel approved IT for EC activities, for example:</p> <ul style="list-style-type: none"> - Air Program - Clean Water Program - NEPA/EIAP Training - EMS & EMS Auditor - Env Sampling (not to include operational-type asbestos and lead sampling) - RCRA - EPCRA - HW Program - Toxic Substances – Only PCBs - Emergency or Spill Response (EQ Personnel, Env Function Only) - Natural and Cultural Resources (EQ Only) - FGS/OEBGD Compliance - Overseas Emergency Response - Overseas Remediation Program - Env Sustainability - Professional continuing education, non-specific training and TDY to | | <ul style="list-style-type: none"> - Training and/or certification of personnel managing drinking water and wastewater distribution/collection lines - Training and certification of drinking water and wastewater treatment plant operators - Certification for refrigerant recovery technicians (including vehicles and HVAC refrigerant recovery technicians) - Operator opacity training and certification - Efforts to become accredited registrars who perform third-party certification (Ref. SAF/MIQ policy, 24 Dec 97) - Training to meet OSHA requirements - Spill response training for shop level employees and supervisors. It is the responsibility of the organization and should be funded from their training |

| TOPIC | VALID | | NOT VALID |
|----------------------------------|---|--|---|
| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | support compliance program objectives, including travel, per diem, and registration fees to comply with specific environmental compliance regulations - Awareness training of EQ personnel for management oversight of asbestos plans and design reviews - UST Class A, B, C training to meet Federal, State, and local applicable certification requirements - Env on-line training subscriptions | | fund. (Exception: EQ personnel assigned to spill team, environmental function only) - Operator training and/or certification of UST/AST operators and managers having O&M responsibilities for the tanks - Operator training and/or certification of non-EQ personnel for lead-based paint or asbestos containing materials activities - Training for Bioenvironmental Engineering Personnel - Exercises and/or training required by SPCC/FRP should be part of the installation/wing as part of base-wide emergency response |
| 1.2 Manpower/ Contractor Support | - Personnel, including interns, State FOMA employees, interagency employees, etc. performing compliance functions over 50% of the time - Position must be coded with compliance program element code (**56f) | - Manpower/contract or support needed to perform compliance requirements above those identified in | - Personnel or contractor support associated with operation of wastewater treatment, drinking water treatment, backflow preventer O&M, and utility system O&M |

| TOPIC | VALID | | NOT VALID |
|--|--|---|---|
| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | <ul style="list-style-type: none"> - Contractor support to accomplish the normal day-to-day management functions when the environmental section is largely a contract operation | <ul style="list-style-type: none"> unit manning document | <ul style="list-style-type: none"> - Personnel paid from an industrial-funded account, ERA, or reimbursed funds - Non-CEV Unit Env Coordinators (paid by owning organization) - Personnel accomplishing any asbestos or LBP O&M activities (including repair and removal) - Manpower/Government Over-hire positions - Manpower/contractor support for IT-related work (regardless of regulatory driver) - Personal services contracts |
| 1.3 Plans/ Reporting (Inventories, Surveys/Studies, Plan Maintenance, Record Keeping, Reporting) | <p>Plans</p> <ul style="list-style-type: none"> - Updates of Plans, when required by law, regulation, EO, FGS/OEBGD, DODI, AFI, or AF Policy Required “minor” annual updates should be done in-house (to include any contracted installation environmental functions) - AF share of SPCC Plan recertification and FRP resubmittal if required to comply with the Oil Pollution Act of 1990. Procure “fair share” of DLA funds for DLA Products (fuels) - Base-wide Fugitive Dust Emission | <p>Plans and Studies</p> <ul style="list-style-type: none"> - Initial Plan preparation, for example: - Risk Management Plan - FRP - HW Management Plan including items such as HW training plan, spill response plan, and waste analysis plan | <p>Plans, Studies, and Surveys</p> <ul style="list-style-type: none"> - SPCC and FRP for DLA sites - Asbestos operations plans - LBP management plans and surveys - Plans associated with specific construction projects, such as storm water pollution prevention plan and fugitive dust control plan - Backflow Control Device Plans and surveys - Water Rights Evaluation / |

| TOPIC | VALID | | NOT VALID |
|-------|---|--|---|
| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | <p>Plan</p> <ul style="list-style-type: none"> - Compliance Assurance Monitoring Plans - Asbestos management plans (including updates of facility ACM status for DoD schools) <p>Surveys and Inventories</p> <ul style="list-style-type: none"> - When required by law, regulation, Department of Defense Instruction (DODI), FGS/OEBGD, Air Force Instruction (AFI), or Air Force Policy annually or more frequently, for example: <ul style="list-style-type: none"> - Air Emission Inventories Guidance - Air Quality General Conformity & NEPA guidance - Waste Stream Inventory (as part of HW Plan) - Enterprise-wide Env Aspects Inventory (as part of HAF level/AFCEC/ANG inventory or metrics) <p>Reports and Recordkeeping</p> <ul style="list-style-type: none"> - Annual inspection and maintenance program reporting - Air Emission Inventories - Hazardous Waste Reports - Reporting/ recordkeeping/ permit | <ul style="list-style-type: none"> - RCRA Corrective Action Plans, such as: Community Relations, Clean-up Action Plans and Interim Stabilization Plans - RCRA Closure Plans, such as: TSDf and OB/OD regulatory driven Closure Plans - Landfill Permit Updates per changes in operations, procedures, regulations, etc. - Oil and Hazardous Substance Pollution Contingency (OHSPC) Plan - Trip reduction program to comply with CAA - Source water protection plan to comply with SDWA - Well-head | <p>Study</p> <ul style="list-style-type: none"> - Privatization Utility Compliance Studies and Planning - Surveys to eliminate oil water separators where non-compliance conditions have been documented - Asbestos Surveys/Inventories for base facilities - Env Aspects Inventory of base EMS (replaced by AFCEC enterprise-wide aspects inventory) - Annual reviews, inspections and minor updates to Storm Water Best Management Plans are accomplished in-house via pen and ink changes <p>Reports and Recordkeeping</p> <ul style="list-style-type: none"> - Recurring inventories and surveys by contract, if in-house manpower exists - Drinking water or sanitary sewer survey to be funded by DHP, SRM (5 years) - Cross-connection survey (SRM funds) and hazard rating survey (DHP funds) |

| TOPIC | VALID | | NOT VALID |
|-------|--|---|--|
| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | maintenance required under Title V/ synthetic minor/minor permit - NESHAP reporting/ recordkeeping - Reports, CSCE and other storm water permit recordkeeping - Maintenance and minor updates of Env Mission Data Layers and overall Env Mission Data Sets and SDSFIE - Inspection and certification of non- storm water discharges to meet MSGP and MS4 permit requirements | protection plan - Total Maximum Daily Load (TMDL) studies to defend/establish accurate waste load allocations Surveys and Inventories - Associated with a change in regulations, for example: - CAA Cost of Compliance Assessment - Air Emissions Assessment - Industrial WW Surveys - Compliance surveys required by new pretreatment NPDES permit or changed regulations - Initial data collection of Env Mission Data Layers and overall | - Consumer Confidence Report (preparation is Bioenvironmental Engineer responsibility in coordination w/CE & PA) - Water Vulnerability Assessment driven by Bioenvironmental Engineering regulations - Solid Waste Disposal Reports - Pesticide applications - Well operations and pumping records - Water Rights Recordkeeping - Storage Tank inspection recordkeeping - Initial installation-wide storm water hydrology modeling to comply with EISA 2007 Section 438 - Updates and revisions to initial installation- wide storm water hydrology models prepared to comply with EISA 2007 Section 438 - Construction project EISA Section 438 pre- and post- development hydrology - Plans to correct recurring excessive erosion to channel |

| TOPIC | VALID | | NOT VALID |
|-------|-------------------------|--|---|
| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | Environmental Mission Data Sets (EMDS) and SDSFIE - Studies of drinking water treatment and/or distribution non-compliance conditions as a result of NEW Primary Drinking Water Standards - Pollutant source studies to locate and identify sources of contaminant to Drinking water system - Original development of Plans or Procedures required to comply with Municipal Separate Storm Sewer System (MS4) Permits in accordance with the regulatory-approved SWMP | banks, stream beds, or storm water conveyance systems (maybe conservation eligible if addressed in INRMP/ICRMP) - Drinking water master plan - Drinking water emergency response plan - Hydraulic modeling and its updated operations and maintenance plan for water and wastewater system infrastructure - Manpower/contractor support for IT-related work (regardless of regulatory driver) IT infrastructure and maintenance |

| TOPIC | VALID | | NOT VALID |
|--|---|--|--|
| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | schedule of implementation, occurs at SWMP development or during the 5-yr permit cycle. | |
| 1.4 Supplies / Equipment / Vehicles | | | |
| 1.4.1 Administrative Supplies/ Equipment (Office Supplies, Office Equipment) | <ul style="list-style-type: none"> - Initial purchase of equipment, and supplies required for Env Compliance and maintenance of equipment for environmental owned functions - Annually leased equipment required to support environmental program Office supplies used in the environmental office for compliance activities - Office supplies used in the environmental office for compliance activities | | <ul style="list-style-type: none"> - Office furniture - Purchase and maintenance of equipment, and supplies for which the costs are not for environmental compliance or environmental owned functions - Purchase of new and/or replacement laptops, desktops, servers, printers, and associated desktop configuration |
| 1.4.2 Other Supplies/ Equipment/ Services (Spill supplies) | <ul style="list-style-type: none"> - Supplies and equipment for “centralized” HW collection, treatment, and/or storage areas - Purchase of equipment, and supplies for RCRA Interim Status or Permitted TSDF operated by the AF - Spill supplies for response training involving environmental members - Spill supplies for accidental pollution | <ul style="list-style-type: none"> - Initial inspection and certification of emission control equipment upon installation or upgrade per new environmental regulation or law - Purchase of de- | <ul style="list-style-type: none"> - Maintenance, repair and replacement of Real Property Facilities and Real Property Installed Equipment to include cathodic protection and leak detection systems for USTs & ASTs - Real Property maintenance of grounds, including, but not |

| TOPIC | VALID | | NOT VALID |
|-------|---------------------------|--|--|
| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | release caused by CE only | chlorinators where such equipment is required by regulatory agency prior to discharge of hydrant flush test waters | limited to: tree-trimming, grass cutting, grading, weed control, seeding, repair and maintenance of roads and walks (see Conservation Sec for invasive species) - Non-CE spill supplies. Non CE-units include POL tank systems that store DLA capitalized fuels - Wastewater treatment plant or collection system cleaning, maintenance, or operation (Even if required for Env compliance) - Drinking water plant or distribution system cleaning, maintenance, or operation (Even if required for Env compliance) - Oil/water separator cleaning, maintenance, operation, SAM, sludge disposal even if required for environmental compliance - Routine maintenance, repair, and replacement for Air Emissions Control Equipment - Purchase and maintenance of facilities, equipment, and |

| TOPIC | VALID | | NOT VALID |
|------------------|--|---|---|
| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | | supplies for RCRA Interim Status or Permitted TSDF operated by the Defense Logistics Agency (DLA) or any other non-AF agency (see also 1.4.1) - Supplies and equipment for generator operated accumulation points/storage areas (satellite points). - Maintenance of P2 equipment under the control of the non-CE owning activity - Equipment replacement recommended or required as a result a of P2 or ODS surveys |
| 1.4.3 Vehicles | - Vehicle leases required to support the Compliance Program in accordance with AFI 24-301, Chapter 5 and approved by LG. Includes leasing of vehicles when in use for fighting wild land fires on Air Force ranges | | - Purchase of vehicles to be used for transportation. Vehicle purchases must adhere to requirements identified within AFI 65-601 - Vehicles used for executing programs funded by reimbursable budgets, i.e., agricultural out-leases, forestry product sales, QRP, etc. |
| 1.5 Permits/Fees | - Recurring permit renewal and/or other fees (after having been reviewed by legal competent authority to evaluate | - Permit application and/or preparation fees (first time or | - Taxes, payments and all fees for which no service is received |

| TOPIC | VALID | | NOT VALID |
|-------|---|---|--|
| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | <p>the regulatory agencies' authority to charge such fees) including:</p> <ul style="list-style-type: none"> - Air Title V and other permit - RCRA HW Permit and/or generator Fees - RCRA Corrective Action Permit Fees (if part of TSDf permit) RCRA SW Permit Fees - RCRA Solid Waste Permits (Landfills, composting, recycling, etc.) - Storage Tank Permit, Registration Fees - State fees for HW generation or storage at non-permitted facilities - Storm Water/Wastewater Permit Fees including NPDES based on pollutants or quality of storm water/wastewater to comply with CWA requirements - Underground Injection Control Permit Fees - Overseas permits or authorizations IAW with requirements from an applicable FGS, or OEBGD in lieu of FGS, or when required by a binding international agreement - NPDES Pesticide General Permit - Recurring fees required by state/local government, Spill Cooperative Fees, air emissions, fees to reimburse regulatory agencies for inspections (when | <p>initial) and for renewal not within the FYDP, e.g. 10-year RCRA permit renewal</p> <ul style="list-style-type: none"> - Emission Reduction Credit Application Fee - RCRA emergency treatment permits - Title V/ synthetic minor/minor operating permit development - RCRA Sub D Landfill permits and Haz Waste TSDf/OB/OD permit development, renewal and updates per changes in operations, procedures, regulations, etc. (for renewal not within the FYDP) - Groundwater diversion permits and registration | <ul style="list-style-type: none"> - Drinking Water consumptive use permits (a.k.a. withdrawal permits) - Environmental permits and fees for non-EQ funded construction projects (Should be part of project costs) - Drinking Water operational permits and fees (for example, fees to defray or reimburse public water systems operating costs, annual operating license fees for community public water systems, and public water system supervisory fees) - Wastewater and storm water operational permits and fees (for example, wastewater collection application fees, wastewater/storm water discharge permit fee based on fiscal growth factor or similar, municipal POTW fees, wet weather facilities charges, resource recovery charges, charges based on amount of flow, non-residential fees, construction storm water permit fees, state wastewater treatment operating permit fee) |

| TOPIC | VALID | | NOT VALID |
|-------|---|--|---|
| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | regulatory agency has a legally enforceable requirement) - Permit renewal application and/or preparation fees if renewal cycle is within the FYDP - Synthetic major/minor operating permit fees | (Excludes ERA) - Air modeling in support of a change to the SIP, permit, or regulation (residual Risk) - Environmental permits and fees for only EQ funded construction projects (Should be part of project costs) | - Operational permits, registration permits, and other permits for DLA ASTs, USTs, and tank farms containing DLA capitalized fuels - Operational permits and fees at AAFES and Service revenue generating activities (Ref: AFI 32-1022) - Permits and fees for unregulated tanks (e.g. heating oil tanks) - Asbestos and LBP abatement fees associated w/planned renovation or demolition activities - Fees charged by some states or LEPCs for the manpower costs to input the AF's EPCRA data into the State/LEPC's emergency planning database - All fees related to regulatory reviews of clean up documents for ERA sites. - RCRA Corrective Action permit fees or equivalent state permit fees where permit is for cleanup only (no TSDF for hazardous waste storage) - Fines, penalties and |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | | <p>SEPs in lieu of fines and penalties (owner/user paid)</p> <ul style="list-style-type: none"> - Third Party Review of Permits - Initial and recurring storm water fees assessed/invoiced by municipality, public entities or Air Port authorities pursuant to Public Law 111-378 as “reasonable/fair and equitable” based on engineering calculations of impervious area (i.e. sq. ft., Acres, gallons of water used, etc.) is to be using execution year O&M funding through FY14. Thereafter storm water fees based on above criteria is to be prograded and funded through SRM program. If any portion of storm water fee is based on quality of storm water to be discharged, or require treatment by the agency managing Air Force storm water to comply with CWA discharge requirements, then that portion of storm water fee will be considered by |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | | HQ AF/CE for EQ fund eligible on case-by-case basis |
| 1.6 Sampling, Analysis, & Monitoring (SAM) | <ul style="list-style-type: none"> - PCB sampling and analysis of organizational equipment to meet DLA Disposition Services' turn in requirements - Sampling, collection, shipping, analysis, monitoring equipment and supplies costs to comply with environmental regulations and permits. For example: <ul style="list-style-type: none"> - Air emissions including stack testing and visible emissions testing - Air Conformity Analysis (in non-attainment or maintenance areas) - Ground water or soil vapor monitoring systems, to include: <ul style="list-style-type: none"> - Monitoring programs to meet RCRA groundwater protection standards or RCRA permit conditions at RCRA interim status or permitted TSDF, including TSDF and open burning/open detonation sites - NPDES sampling, analysis and monitoring - PFOS sampling and related compounds where regulated by binding agreement - RCRA Landfill Monitoring | <ul style="list-style-type: none"> - SAM associated with cleanup or mishap (not covered in host-tenant agreement or by other policy and not ERA eligible) - Purchase and maintenance of monitoring equipment and supplies for wastewater pretreatment or treatment | <p>SAM for Asbestos/LBP for the following situations (use other funds, i.e. SRM):</p> <ul style="list-style-type: none"> - In anticipation of, or a direct result of, maintenance, renovation, repair, construction or demolition project - Environmental sampling and analysis for non-EQ funded construction projects (Should be part of project costs) - Costs in medical facilities, including LBP, asbestos, and radon (use other funds, i.e. medical) - Costs in Facilities funded from other appropriations, DODDS, DBOF, etc., as covered in host-tenant agreement. <p>Drinking Water (SDWA)</p> <ul style="list-style-type: none"> - Drinking Water disinfectant residual within DW system SAM where recurring violations of total coliform rule or other primary drinking |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | <ul style="list-style-type: none"> - Hazardous and special waste management sampling - Waste characterization as required for HW/Solid Waste disposal - Performance monitoring of waste generation processes and/or waste treatment systems to assure compliance with RCRA permit conditions or other regulatory requirements - Recurring certification of storm water outfalls to meet requirements of Storm Water Pollution Prevention Plan and/or permit - Landfills- SAM required for groundwater, surface water & gas compliance monitoring required during active life and post closure periods - Sampling and analysis required by applicable FGS/OEBGD or international agreement | | <p>water standards are documented (over and beyond SAM requirement to meet Primary Drinking Water Regulations)</p> <ul style="list-style-type: none"> - Primary and Secondary National Drinking Water Standards SAM - Periodic testing/certification of backflow prevention devices - SAM for drinking water SDWA compliance is Bioenvironmental Engineering responsibility. SAM associated with infrastructure/production operations is funded by FO <p>OSHA Requirements</p> <ul style="list-style-type: none"> - Sampling and analysis, including supplies, to meet OSHA requirements Facilities - Sampling and analysis, including supplies, associated with, or in anticipation of repair, renovation, demolition or construction (use other funds, i.e. SRM or MILCON) <p>DLA-fuels and other Tanks</p> |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | | <ul style="list-style-type: none"> - SAM for UST and AST systems holding DLA capitalized fuels - SAM for unregulated Heating Oil Tanks - Volumetric gauge reading for leak detection - AST or UST leak detection monitoring (SRM, housing, etc.) - Fees/cost levied by state regulators for DW SAM/ inspections to ensure system compliance. <p>DERP Eligible sites</p> <ul style="list-style-type: none"> - Environmental cleanup sampling requirements eligible for funding through the Environmental Restoration Account (ERA), Third party sites program, DLA disposition HW disposal & recycling services <p>CWA or NPDES requirements</p> <ul style="list-style-type: none"> - In-process sampling related to wastewater treatment plan (WWTP), industrial wastewater treatment plan |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | | (IWTP), etc. Other <ul style="list-style-type: none"> - SAM for mold (use other funds, e.g. medical) - Asbestos SAM of damaged friable material to identify environmental health threats and/or potential adverse health effects (BE responsibility) - Lead-Based Paint (LBP) SAM at non-Military Family Housing (MFH) facilities to identify environmental health threats and/or potential adverse health effects (BE responsibility) |
| 1.7 Assessments/ Audits | <ul style="list-style-type: none"> - EMS and environmental inspection audits (support to IG for AF Inspection system, AFI 90-201) as separate external audits (not third-party certification) - Stage 3 EMS (IG Inspection) audit TDY costs for government personnel. (AFCEC only) - Environmental liabilities and audit assertion - Assessment and audits required by applicable FGS/OEBGD or | <ul style="list-style-type: none"> - Environmental Baseline Surveys (EBSs)/ Environmental Site Assessments (ESAs) (AFI 32-7066) for real estate transactions - Operational Range Assessment | <ul style="list-style-type: none"> - Internal EMS audit/environmental self-inspection support (exception to ANG) - Payment for third-party certification of ISO 14001 or similar environmental management system (EMS) at domestic or overseas locations (Ref. SAF/MIQ policy, 24 Dec 97) - IG inspection program and |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | international agreement. - Internal EMS audit/environmental self-inspection support (ANG Only) | | TDY costs specifically pertaining to safety and occupational health functions - EBS for Air Force inter-command property transfers (effective with approval of revised AFI 32-7066; until then all real estate transactions are valid) - EBS “Pop up” requirements are to be funded by project proponent e.g. BRAC - Natural Infrastructure Valuations are not eligible for EQ funding - Natural Infrastructure Assessments (NIA) initial assessment and tri-annual updates (EMS is the source of info for Planning Readiness) |
| 1.8 RCRA/ Waste Management | | | |
| 1.8.1 RCRA/ Closure, Clean-up, and Disposal (Closure, Disposal, Emergency Response, Treatment, Long Term Operation, | Treatment and Disposal - Hazardous Waste treatment and disposal – RCRA Subtitle C regulated - Waste treatment and disposal for environmental toxic waste, state regulated waste, or local regulated waste other than RCRA Subtitle C | Cleanup and Disposal - Lead waste from small arms ranges “formally” scheduled for closure | - Lead waste resulting from contract repair projects for operational (non-NAF) or NAF small arms ranges, to include skeet ranges - Disposal of municipal solid waste or construction debris |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| Management) | <p>regulated HW</p> <ul style="list-style-type: none"> - Disposal of items containing oil with PCB concentrations above regulatory limit - Landfill leachate treatment - Low Level Radioactive Waste (LLRW) - Spill Response/On-call contract fee/seed money as required by SPCC/FRP (should only be used as a “last resort” i.e. if no contract support is available without upfront funding). Acquire DLA “fair share” funding | <ul style="list-style-type: none"> - One-time cleanup/disposal of Lead waste from small arms range scheduled for transition from lead-based to “approved” frangible munitions with environmental benefit (i.e. no routine hazardous waste generation or air emission releases, and no other negative environmental impacts (e.g. emerging contaminants, etc.) - Active operational (non-NAF) small arms range contamination that is an imminent threat to human health and/or the environment - Lead waste disposal from | <ul style="list-style-type: none"> - Routine cleaning, inspection, and maintenance of oil/water separators or other infrastructure assets - HW and Non-HW Oil/water separator sludge cleanup and disposal - Bottom water from storage tanks containing DLA capitalized fuels - If there is an accidental pollution release, all associated costs of response actions and cleanup to protect human health and the environment are the responsibility of the organization that caused the release. - Medical infectious waste (red bag) material, including mixed medical and hazardous waste, seek DHP funds (PEC 87756) - HAZMAT items to comply with OSHA regulations - LBP items in housing areas (use MFH) - LBP project costs for maintenance, (includes painting and surface preparation), repair, |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | active operational (non-NAF) small arms ranges, when cleanup is accomplished by in-house personnel - LBP that poses a health hazard to children under 7, certified by the bioenvironmental engineer in non-MFH areas - Leaking regulated PCB items - The Closure (along with required closure plans and post-closure requirements) of treatment storage, or disposal (TSD) units regulated under a RCRA permit or interim status (including hazardous waste storage or thermal treatment Open | construction, or demolition. This includes sampling, analysis, and disposal to meet OSHA requirements - Unexpected removal and disposal of contamination during execution of MILCON, SMR, DLA, etc. projects - Remediation of environmental contamination resulting from armed conflict. - Remediation of contamination caused by AF actions but located outside of an AF installation (remediation outside of an installation will be determined in accordance with claims procedures within applicable international agreements) - Remediation caused by sources other than DoD/AF activities and located on installation, except if the contamination poses a substantial impact to human health and safety AND with the assistance of the GCC, installation has formally sought remediation performed |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | Burn/Open Detonation units) - Removal or closure of underground storage tank (USTs) and associated piping known of on the date the leak detection requirements came into effect, whether in service or not in service on that date, and are not ERA eligible | or funded by the host nation, AND obtains written concurrence from DUSD(I&E) - Remediation of contamination necessary to undertake an approved MILCON project (to be funded by the MILCON appropriation) - Remediation at an AF installation that is announced to have operations terminated and returned to the host nation, except those measures required to prevent immediate exposure of US forces and personnel to contamination that poses a substantial impact to human health and safety - Remediation of contamination caused by contractors' activities outside the AF installation - Remediation performed for symbolic purposes - Broad remedial investigations based on upon generalized allegations or proposals for random searches - ERA eligible projects |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | | <ul style="list-style-type: none"> - In-service, non-leaking PCB items (includes replacement) - In-service, non-leaking PCB items (includes replacement) - Cleanup actions once the installation has stabilized a site or contaminant after an immediate response action, such as a spill or aircraft mishap, to prevent spreading and to protect human health and the environment - Response activities to confirm releases at RCRA permitted units (ERA eligible) including on operational ranges - Responses to confirmed releases conducted under a RCRA closure permit, interim permit or post-closure permit (ERA eligible) including on operational ranges - Responses to confirmed releases driven by permitted corrective actions (ERA eligible) - Source control and release mitigation of confirmed releases (ERA eligible) |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | | <ul style="list-style-type: none"> - Responses, including surveys, containment, removal or disposal to asbestos and lead based paint that have been released to the environment (ERA eligible) - Cleanup/responses at MRAs and MRSs under the MMRP (ERA eligible) - Cleanup response activities to address UXO, DMM or MC that are incidental to an existing IRP site on an operational range (ERA eligible). - Cleanup of expended munitions/UXO from active/inactive ranges not eligible for ERA (munitions used for intended purpose) - New Cleanup Technology Development (ERA eligible) - New leaks from DLA fuel systems - Spills or other releases not impacting the environment but requiring cleanup actions are organizational responsibility. - Funding for Oil Water Separator, AST and UST tank |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | | <p>tightness testing required by regulations/law is the responsibility of Facilities Operations, DLA or owning organization.</p> <ul style="list-style-type: none"> - Removal or closure of unknown/inactive USTs and associated piping discovered after the date the leak detection requirement came into effect (ERA eligible) - Removal of inactive tanks, piping and OWS incidental to cleanup, abandoned tanks, piping and OWS that the installation did not have knowledge of and are recently discovered, and cleanup associated with the tank, piping or OWS removal (ERA eligible) - LTO: LTO of interim corrective actions including the initial system shakedown period (ERA eligible) - LTM: See SAM - Costs associated with a non-CE caused release - Pharmaceutical managed wastes, unless the |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | | pharmaceutical wastes are considered RCRA HW and deemed not eligible for medical funds under DHP funds (PEC 87756) |
| 1.8.2 RCRA/ Accumulation and Storage Areas | - Centralized HW Management Services | - Start-up costs for new accumulation or consolidation points to include upgrades to meet existing or new standards (but not to maintain sites) - Design of permitted hazardous waste facilities - Design of 90-day (or 180 day) central accumulation facilities | - DLA built and operated RCRA interim status or permitted TSDFs - Repair of hazardous waste storage facilities - See section 1.9 |
| 1.8.3 RCRA/ Storage Tanks (USTs, ASTs) | | - Requirements to get regulated tanks into compliance with a new environmental law - Replace AAFES regulated leaking underground tank | - Modernization and upgrades to systems - Projects that increase the size, quantity, or efficiency - Any costs for AST upgrades (except as noted in paragraph 1.9 non-recurring column of this matrix) |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | with tank of same size not identified prior to Dec 1998 - Above Ground Fuel Storage Tanks or Bulk Storage Containers for Non-DLA Areas - Secondary containment for facilities or bulk containers required by the revised SPCC rule (greater than 50 gal) - DLA companion projects to provide clean site for DLA projects in accordance with DLA/AF agreement (if not on an ERA site) - Repair or replacement of portions of SPCC regulated ASTs that do not meet industry standards as required by 40 | <ul style="list-style-type: none"> - Construction of secondary containment for ASTs containing DLA capitalized fuels - Repair of DLA-eligible leaking hydrant fueling system or USTs - ASTs or bulk storage containers for DLA areas - ASTs or bulk storage containers for housing areas supporting housing-only activities - Repairs to ASTs to meet industry tank standards, except as noted in paragraph 1.8.3, non-recurring column of this matrix - Maintenance, repair and replacement of currently compliant UST or AST due to age or size/capacity needs - ASTs and USTs Leak Detection, Inspection and Integrity Testing: - Used Oil Tanks Managed by the Qualified Recycling Program (funded by QRP proceeds) - DLA tanks – DLA funds |

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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | <p>CFR 112.3 (d)(1)(iii). EQ funding is used only to correct discrepancies identified by certified inspectors that directly impact mission tank operational performance, like excessive corrosion, interstitial leakage, no electrical ground, fill gauges not within sight of fill operator, emergency vent inoperable or non-existent, or similar. EQ funds cannot be used to correct solely safety (e.g., access ladder not safe, no access platform, tank to close to building) and National Electrical Code</p> | <ul style="list-style-type: none"> - Initial Integrity Testing for Non-DLA ASTs, required by 40 CFR 112.8, not valid for EQ funding starting FY10. - DLA companion projects to provide clean site for DLA projects in accordance with DLA/AF agreement if on the ERA site list it is eligible for ERA funding. - Replacement of non-AAFES regulated leaking underground storage tank (such tanks should be funded by organization needing the tank) - Compliance with storage tank requirements supporting housing areas |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | violations (e.g., poor or corroded electrical ground connections, wiring or conduit not according to code) | |
| 1.8.4 RCRA/ Landfills (Recurring Operations, Closures) | - Landfill – Environmental/permit driven unique requirements (e.g. groundwater, leachate & gas monitoring) (limited to environmental monitoring) | - Closure/Post-Closure Plans - RCRA landfill closure activities | - Landfill – Operational/maintenance requirements (e.g. daily cover operations) - Landfill – Recordkeeping and reporting (operator requirement) |
| 1.8.5 Operational Ranges, Cleanup | - Permitting for RCRA units on Operational Ranges (Active/Inactive) | - Cleanup activities at operational ranges driven by RCRA/state regulatory requirements applicable to federal facilities and not eligible for ERA funds under the AF ERA eligibility Cleanup Programming Table - Two criteria must be met for EQ eligibility: (1) must | - UXOs/Discharged Military Munitions cleanup/removal |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | not be a response to cleanup/removal of UXO; 2) address hazardous waste/constituents found at the site related to munitions related activity as long as required by AF approved regulatory permit conditions or agreements, or substantial impact to human health and safety | |
| 1.8.6 Overseas Remediation on Enduring Locations | <ul style="list-style-type: none"> - To address environmental contamination that is: - Caused by AF operations, located on an AF installation and poses a substantial impact to human health and safety (SIHS). Substantial impact is defined as a level of exposure that occurs, or is about to occur within next 3-5 years, and exceeds a generally established, published, and applied federal standard in the United States - To prevent immediate exposure of US forces and personnel to contamination | | |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | that poses SIHS at an Air Force installation OSD has approved for realignment (return to host nation) - Required and specified by an applicable international agreement - Exceptions to the above limitations: - Remediation may be performed, IF: 1) A formal request is issued by the installations in-theater GCC, and 2) Approval is obtained from USD(AT&L), 3) After coordination through the Chairman of the Joint Chiefs of Staff and DUSD(I&E) | | |
| 1.9 Infrastructure (Drinking Water, Storm Water, Wastewater, HW Storage, Air Quality) | | - Initial construction, modification, or upgrade of a facility, system, or component(s) to comply with new environmental laws or regulations | - Infrastructure upgrades or repairs necessary to satisfy any regulatory requirements pertaining to adequate capacity, maintenance, operations, and management of water and wastewater systems, and HW storage- Repair/replacement of oil/water separators - Base-wide I&I studies |
| 1.10 Outreach (Publications, Leases, Printing, Public Relations) | - Purchase publications/regulatory guidance required to support the EMS Compliance, P2 and Conservation programs- Printing services in support of EMS, Compliance, P2 and | - Initial startup costs of Public Awareness program | - Trade Magazines & Newspapers- Membership in trade organizations (e.g. AWWA, ASCE, etc.)- Establishing museums or |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | Conservation programs- Public relations costs in support of EMS, Compliance, P2 and Conservation- Public outreach programs/costs identified in approved INRMP or ICRMP- Outreach for Qualified Recycling Programs- Earth Day- Storm water MS#4 Permit outreach | | maintenance of static displays |
| 1.11 A&E Design Cost | | <ul style="list-style-type: none"> - A&E design cost for valid Environmental Compliance projects – Must be directly related to Level 1 Compliance project requiring design (Note: Design cost can be incurred in program year before the FY in which the project to be constructed is scheduled to be funded) - Design cost for valid P2 projects - Design cost for valid Conservation | |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | projects | |
| 1.12 Environmental Impact Analysis Process (EIAP) | | - Preparation of EIAP & associated documents (new mission requirements not previously budgeted for, should be the responsibility of the proponent)- Noise studies and General Conformity Determinations as part of EIAP effort- EIAP on MILCON (except Energy Commodity/POL) and NAF (except Category C, see AFI 65-106) projects- Preparation of EIAP documents assessing cumulative environmental impacts of munitions on AF | - Mitigation measures as the result of the EIAP process (proponent programs)- Preparation of EIAP for MFH Privatization, NAF Category C projects (except those at remote & isolated locations), and all non-AF proposals- “Wedges” for funding pop-up and undefined EIAP requirements, to include other service/agency pop-ups |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | Operational Ranges- Preparation of EIAP and associated documents assessing the Installations Comprehensive Plan, Capital Improvement Plan, or similar type of programmatic EIAP document- EIAP tied to specific SRM projects (cite ACES project number)- EIAP tied to land acquisition/transfer in real property AMP | |
| 1.13 Overseas Environmental Baseline Guidance Document and Finding Governing Standards | - Updates and revisions to Final Governing Standards - OEBGD when USAF is designated as the Lead Service to conduct the review and update | - Initial Final Governing Standards for countries for which the USAF is the LEC or has operating bases | - Final Governing Standards for which USAF is not the LEC |

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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | within | |
| 1.14 Overseas Translation Services | - Translation of documents for distribution to host nation | | |
| POLLUTION PREVENTION | | | |
| 2.1 Training & TDY | - Training and certification required by law, regulation, DODI, or AFI to support P2 program (including associated TDY costs)- Non-regulatory training and TDY to support P2 program objectives- Updates to P2 training materials- Training / TDY to support HMMP/IHMP activities | - Development of training materials for P2 (e.g. shop level P2 training guides)- Initial training associated with new equipment purchased with EQ funds | - Recurring/refresher training or certification for facility and/or equipment operators- Training to meet OSHA requirements |
| 2.2 Manpower/Contractor Support | - Personnel, including interns, State FOMA employees, etc. performing P2 functions over 50% of the time. Positions must be coded with P2 program element code (**54F) - Contractor support to accomplish the normal day-to-day management functions and operations when the environmental section is largely a contract operation | - Manpower/contract or support needed to perform P2 requirements above those identified in unit manning document | - Personnel associated with wastewater treatment, drinking water treatment, or sampling and analysis- Personnel associated with hazardous waste collection and disposal (EC funded)- HAZMART personnel completing tasks assigned to LRS personnel or LRS contractor (or other non-CE entity)- Personnel authorized from an industrial-funded account, ERA, or reimbursed funds- Personal |

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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | | service contracts- Personnel outside of CE or EM- Contractor support from a second contractor when the environmental section is largely a contract operation (original contract should be modified to accommodate additional workload)- Manpower/contractor support for IT-related work (regardless of regulatory driver) |
| 2.3 Plans/ Reporting (Plan Maintenance, Reporting, Inventories, Assessments/ Surveys) | Plans- Minor updates of annual plans or reports that focus on pollution prevention when required by law or regulation annually or more frequently. Any “minor” required annual update at installations should be done in-house (to include any contracted installation environmental functions)- Major updates and revisions to plans, including municipal solid waste/hazardous waste or material reduction Reporting- Costs for preparing and submitting Toxic Release Inventory reporting forms (i.e. Form R, Tier II Report) | Plans- Initial studies and plan preparation - Initial storm water specific Best Management Plan practices (excluding construction storm water projects) to meet permit requirements- Initial upgrade/modification of Emergency Response Plan as part of Water System | Plans- Any annual reviews and minor updates (should be performed in-house, to include any contracted installation environmental functions) Surveys- Oil/Water Separator Surveys. New surveys are not eligible for EQ funding |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | Vulnerability Assessment to meet Safe Drinking Water Act requirements; future upgrade is considered as SRM-funded item Reporting- Activities to reduce EPCRA reporting requirements or to improve efficiency of EPCRA reporting- Initial set-up for EPCRA Report Assessments/Surveys- Completing initial baseline surveys required to support the P2 Program and established goals and metrics - Opportunity Assessments focused on eliminating/reducing compliance | |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | burden at compliance sites and mitigating EMS significant aspects (e.g. water, wastewater, hazardous waste, air, EPCRA, tanks, solid waste, etc.) | |
| 2.4 Supplies/ Equipment/ Vehicles | - HAZMART supplies to support a single centralized HAZMART per installation (includes bar codes, labels, spill supplies, containers, printing, office supplies)- Vehicle leases required to support the Civil Engineer HAZMART IAW AFI 32-7086 | - Initial purchase and training of P2 equipment that reduces or eliminates the compliance burden associated with activities such as:- USTs- Drinking water- Wastewater- NPDES- RCRA- Solid waste landfill- Air emissions and control equipment | - Facilities, supplies, and equipment for which the majority of the costs are not for P2- Maintenance of equipment, such as deicing trucks or emission reduction equipment that are purchased with P2 funds but then given to an organization to own and operate |
| 2.5 Permits/Fees | - Recurring (e.g. annually or more frequent) permit fees required for recycling centers, material collection facilities and composting facilities | -P2 projects or activities that reduce permit or fees associated with:- USTs- | - Permits and fees (EC or CN eligible) |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | Drinking water- Wastewater- NPDES- RCRA- Solid waste disposal- Air operating permit- Permit application fees- Others | |
| 2.6 Sampling, Analysis, & Monitoring (SAM) | | - Projects or activities undertaken to reduce or eliminate sampling, analysis, and monitoring requirements | - Any other sampling and analysis, including OSHA requirements, long-term monitoring, or long-term cleanup operations (consider ERA, EC, or CN funding) |
| 2.7 Hazardous Materials Management Process (HMMP) (Data Management, Supplies, Training/TDY) | - CE responsibilities of IHMP per AFI 32-7086, including contracted HAZMARTs and/or IHMP functions- Data and user management (including SAARs) requirements of AF approved hazardous material/hazardous waste tracking system in support of the IHMP, HAZMARTs, and HW minimization at the installation to mitigate EMS significant aspects- Implementation, training, and data quality oversight for AF-approved HAZMAT/HAZWASTE tracking system | - Projects, including design, to reduce compliance burden associated with HMMP- HAZMAT projects, including design, to meet new environmental requirements- Coordinated efforts to compile data from any non-Logistics Readiness HAZMART | - Funding of personnel or contract support to accomplish LG, Bioenvironmental Engineering, or SE responsibilities associated with HMMP- Any HAZMARTs that do not fall under Civil Engineer purview- Purchase of new and/or replacement laptops, desktops, servers, printers, and associated desktop configuration. Requirements will be met by AFCEC/DST through |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | operationsEquipment: - AIT hardware such as barcode printers and readers when in support of environmental program as per AFI 32-7086 | coordination with the Functional Management Office |
| 2.8 Recycling/Composting | - Update of Integrated Solid Waste Management/ Minimization Plans- Studies and assessments to identify recycling markets and cost effectiveness of QRPs, (includes QRP Business Plans)- Permitting to include initial application and renewals, permit oversight, guidance, and reporting | - Initial purchase of equipment required by law or regulation to support and maintain municipal solid waste recycling programs and composting programs- Establishment of unit and installation recycling centers and holding areas (facility and equipment) - Initial costs to implement source reduction of solid waste- Installation or upgrade of bullet traps to facilitate | - Recurring costs (including supplies required for normal day-to-day operation) to operate QRPs and composting programs required by law or regulation to include maintenance of recycling equipment. Proceeds from recycling operations MUST first be used to cover program expenses, to include reimbursing any appropriated funds (such as P2 funds). When deciding which materials should be recycled in a QRP, installations must complete a QRP Business Plan to consider cost effectiveness and market demands. QRPs should be managed based on a business-case analysis to |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | capture of lead or other recoverable metals for recycling- Equipment to start-up MSW recycling and/or composting programs- Opportunity Assessments for solid waste diversion- Initial Integrated Solid Waste Management/ Minimization Plans | determine cost effectiveness and market availability IAW the QRP Business Plan- Cleanup of active small arms ranges - Design and construction of new small arms ranges- Purchase of frangible bullets- Design, renovation, and repair of existing small arms ranges (other than bullet traps) |
| 2.9 Alternate Fuel Vehicles (AFVs) | See 1.4.3 | | - Leases, conversions, and purchases of AFVs- Purchase of AFV low-speed vehicles that qualify as an equipment item and not governed by the Vehicle Control Program pursuant to AFI 24-302 (Purchasing organization responsible for funding)- Funding for AFV infrastructure projects and funding for maintenance of AFV infrastructure is not an |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | | EQ responsibility |
| 2.10 Weapon Systems | | - P2 projects or activities that reduce or eliminate the compliance burden associated with weapon systems (such as chromium replacement technology, cadmium replacement technology, or inorganic or aqueous-based solvent replacement) - P2 studies or prototype development that have applicability to more than one weapon system- Opportunity Assessments focused on eliminating/reducing compliance burden | |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| 2.11 Air Quality | <p>- Trip reduction at installations that are in non-attainment or maintenance areas or as otherwise required by regulatory documents regardless of attainment status- Mass Transit Passes in non-attainment areas</p> | <p>- Projects, including design, to reduce air compliance burden. Examples include: - Low VOC coating operations (e.g. equipment and training)- Installation of degreaser tank covers- Improve efficiencies of boilers and internal combustion engines- Projects to reduce/eliminate need and use of ODSs to meet established Air Force goals- Elimination of incinerators as a means of meeting compliance requirements- P2 Projects to meet goals established by EOs and/or Fed/State</p> | <p>- Mass Transit Passes (In attainment areas) Projects, including design, to reduce energy consumption. Examples include: - Non-vehicle clean fuel conversion (e.g. coal to natural gas)- Low NOx burner and boiler installation</p> |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | regulations, such as GHG emission reduction | |
| 2.12 Water- Non- DrinkingWater Source | | - P2 projects or activities that reduce or eliminate Compliance burden associated with activities such as:- Wastewater- NPDES- Secondary containment for construction projects (concurrent execution) when required as part of a base spill prevention plan- Lining an existing unlined spill protection pond- Storm Water best management practice projects (not to include existing infrastructure repair/upgrade to comply with | - Normal maintenance and cleaning of oil/water separators and grease traps- Facility being built for a new mission or to support a realigned mission- New fire training facility where none existed previously- Retention ponds specifically for AFFF will not be constructed or repaired- Ponds and plants for irrigation (exclusively for use of Services activities)- OWS Surveys |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | SWPPP plan requirement) | |
| 2.13 WaterConservation | | - Projects to reuse wastewater effluent to reduce the use of potable water (Intent is: Level 1 if driven by regulatory driver. The intent is not to implement water conservation initiatives unless required by CWA regulation to do so.)- Re-establishing wetlands and maintenance of existing wetlands (where benefits of these actions reduce constituents in storm water runoff and reduce or eliminate NPDES requirements) | - The establishment of wetlands caused by the replacement in-kind or other facets of Section 404 of the Clean Water Act requirements (project cost) - Projects to reduce the use of potable water primarily for Services Activities (i.e. golf course irrigation), unless at bases where Services agencies are not required to reimburse for potable water usage |
| 2.14 HazardousMaterial/ | - Hazardous waste recycling when more cost effective than traditional | - Initial cost of P2 projects, including | |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| Hazardous Waste | disposal (e.g. rag cleaning contracts and/or processes, bulb crushing and/or recycling services, activities to recycle ODSs, waste oils) | design, that reduce or eliminate the compliance burden or significant EMS aspects associated with hazardous waste or hazardous material activities- Initial cost to implement source reduction efforts - Initial purchase of equipment to support reusing and/or recycling hazardous material instead of disposal as hazardous waste- Initial cost of projects to allow reduced handling of hazardous waste and/or reduction or elimination of Part B Permit requirements- New initiatives which incorporate reduced sampling and analysis of | |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | recurring waste streams- Projects to implement new treatment and/or disposal methods which reduce the quantity disposed or allows reuse or recycling- Projects to reduce Bio-hazardous waste streams and associated compliance and disposal costs- Projects to meet directed EO established goals to reduce the purchases of hazardous material- Requirements to validate prototype P2 applications or equipment for wide scale use or full scale production | |
| 2.15 Miscellaneous | | - ENVVEST or other projects | - Noise studies required by regulation (funded by CE |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | which eliminate requirements for emissions control projects- Air and Water Credit trading to comply with new environmental requirement or existing environmental requirement not currently in compliance (not new mission requirement, e.g. F-35 beddown) | SRM)- Equipment purchases to continually monitor noise |
| CONSERVATION | | | |
| 3.1 Training & TDY | - Training and certification required by law, regulation, DODI, FGS/OEBGD, or AFI for Conservation activities (including associated TDY costs)- Training and TDY to support specific conservation program objectives | - Training in host nation cultural property protection requirements- TDY support for reach back technical experts to assist deployed units in identifying and assessing cultural property issues- | - Training to meet OSHA requirements (SE, Bioenvironmental Engineering, or host organization programs) |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | Training specifically related to the maintenance and repair techniques associated with the preservation of historic properties | |
| 3.2 Manpower/Contractor / Interagency Support | - Personnel, including interns, State FOMA employees, etc. performing Conservation functions over 50% of the time. Positions must be coded with a Conservation program element code (**53F)- Contractor/interagency support to accomplish the normal day-to-day management functions and operations when the environmental section is largely an outsourced/ contract operation | - Contractor/interagency support for specific actions, not normal management functions and operations- Interns performing specific conservation program functions- Manpower/contract or support needed to perform conservation requirements above those identified in unit manning document | - Personnel paid for from reimbursed funds (forestry, agriculture out-lease, fish and wildlife) - Personal Services- Manpower/contractor support for IT-related work (regardless of regulatory driver) |
| 3.3 Plans/Inventory (Inventories, Surveys/ | Cultural Resources Plans- Major updates of an ICRMP- Recurring | Cultural Resources Plans- Initial plan | Cultural Resources- Annual review of ICRMP by contract |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| Studies, Plan Maintenance, Monitoring, Recordkeeping) | <p>actions to comply with Programmatic Agreements (e.g. nationwide Program Alternatives, Program Comments, and NAGPRA Comprehensive Agreements etc.)- Required updates to cultural resources planning maps that support other CE/AF plans (i.e., General Plan) Cultural Resources Recordkeeping- Maintenance of records and data on cultural resources required by law, EO, FGS/OEBGD, regulation, DoDI, or AFI- Maintenance and minor updates of Environmental Mission Data Layers and overall EMDS and SDSFIE Cultural Resources Surveys- Updates to cultural resources surveys, when required by law or regulation or compliance agreement.</p> <p>Natural Resources Plans- Recurring (annual) updates (major) of an INRMP when required by law, EO, or regulation. In most cases, any required annual updates should be done in-house (to include any outsourced installation environmental functions)- Required updates to natural resources planning maps that support other CE/AF plans (i.e., General Plan)</p> <p>Natural Resources Recordkeeping- Maintenance and minor updates of</p> | <p>(due to mission change) of an Integrated Cultural Resources Management Plan (ICRMP)- Initial integration of cultural resources planning elements and planning maps into CE/AF plans, including annexes for deployment situations Cultural Resources Recordkeeping- Initial data collection of Environmental Mission Data Layers and overall Environmental Mission Data Sets and SDSFIE Cultural Resources Surveys and Inventories- Initial cultural resources surveys required by NHPA Section 110</p> | <p>supportNatural Resources- BASH plans - AICUZ studies and implementation - Natural resources projects for installations that do not have INRMPs IAW Sikes Act, or required by other binding regulatory requirements- Updates of existing jurisdictional wetland delineations without natural resource-based reason- Integrated Pest Management Plans- Golf Course Management Plans (GEM)- IT infrastructure and maintenance- Actions for which there is no natural resources-specific requirement, even if the project is listed within an INRMP (e.g. actions funded by others such as safety for BASH requirements).IT and Manpower- Manpower/contractor support for IT-related work (regardless of regulatory driver)- IT infrastructure and maintenance</p> |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | <p>Environmental Mission Data Layers and overall Environmental Mission Data Sets and SDSFIE</p> <p>Natural Resources Inventory/ Surveys/ Monitoring- Inventory/ Surveys/ Monitoring of threatened and endangered species and their habitats, required by Biological Opinion, published species Recovery Plan, or approved INRMP- Inventory/ Survey/ Monitoring of wetlands and floodplains required under conditions of a permit action or required to achieve specific goals and objectives on an approved INRMP- Recurring monitoring activity required to achieve specific goals and objectives of an approved INRMP or required under the conditions of a permit</p> | <p>(e.g. Phase I) or major revision/updates- NRHP eligibility evaluations of archeological sites and buildings (e.g. Phase II)- Section 106 related inventories and evaluations (e.g. Phase II archaeological evaluations and HABS/HAER facility evaluations)- Cultural resources baseline surveys and assessments to support contingency and other in-theater deployment needs, per NHPA Section 402- Preparation of cultural resources needs assessment- Preparation of NRHP Nominations</p> | |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | for historic properties Natural Resources Plans- Initial plan, or major revisions (e.g. due to mission change) of an Integrated Natural Resources Management Plan (INRMP) (Including support plans such as Wild land Fire Management Plan, INRMP, etc.)- Initial integration of natural resources planning elements and Conservation planning maps into CE/AF plans Natural Resources Recordkeeping- Initial data collection of Environmental Mission Data Layers and overall Environmental | |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | Mission Data Sets and SDSFIE Natural Resources Inventories/ Surveys/ Monitoring- Initial baseline flora and fauna surveys/inventories to establish species presence/absence, or updates required to detect changes that can be directly associated with Air Force activities - Initial surveys/inventories to ascertain the presence/ absence for candidate, threatened, endangered species or their habitat, as determined by consultation with the USFWS- Initial baseline surveys to determine the range and extent of | |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | wetlands - Biological Assessments for Section 7 consultation under ESA to support AF mission activities- Inventory/ survey/ monitoring projects required to achieve specific goals and objectives of an approved INRMP | |
| 3.4 Supplies/Equipment/ Vehicles (Non- Admin, Maintenance, Conservation, Supplies and Equipment) | - Expendable supplies used in the Conservation Program- Includes expendable supplies, not equipment, unique to conservation, including, e.g., red-cockaded woodpecker artificial cavity boxes, wild land fire PPE, special photographic film and paper for historic facility documentation, specialized marking flags / tape for feature marking and documentation, fencing, lumber, signage, and wildlife tranquilizers- Equipment leases to support the Conservation Program- Vehicle or equipment leases required to support Conservation Program activities identified in an approved | - Purchase of new equipment and replacement of old equipment to support the Conservation Program - Temporary vehicle or equipment leases required to implement Conservation Program projects that support an approved ICRMP or INRMP | - Grounds maintenance equipment (Facilities Operations) - Equipment for self-supporting forestry and agricultural out-lease, or hunting, fishing, and outdoor recreation programs- Equipment used exclusively for the forestry, agricultural , out-lease, or wildlife self- supporting programs- Materials for which the majority of costs are not for the Conservation Program- Office Furniture- BASH control equipment- Pest |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | ICRMP or INRMP as authorized by Air Force policy | | control equipment / supplies that support pesticide reduction- Purchase of vehicles to be used for transportation in accordance with AFI 65-601- Purchase of new and/or replacement laptops, desktops, servers, printers, and associated desktop configuration |
| 3.5 Permits/Fees | - Recurring Conservation permits or fees required by law or regulation, or compliance agreement | - Projects stipulated as a requirement in an EQ- funded permit | - Payments for which no service is received- Permits & fees associated with construction projects (include in project contract) |
| 3.6 Curation | - Curation and Maintenance of Air Force cultural resources collections and records in acceptable federally approved facilities | - Curation assessment or inventory of collections- Periodic inspection of collections in accordance with 36 CFR 79- Initial processing of material to federally accredited facilities | - Construction of on-base curation facilities- On-base curation facility maintenance costs- Maintenance of static displays (USAFMS responsibility) |
| 3.7 Consultation | - Costs related to on-going Native American government-to-government | - NHPA consultations | - Fees to hire Native American as consultants to consult with |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | relations- Recurring consultation with SHPO, tribes and other stakeholders under long termstewardship agreements per NHPA or related authorities | (includes project specific work or building evaluation to support consultation, include SHPO or ACHP site visits, reviews, public meeting facilitation, and costs to support consultation with Native Americans per NHPA, EO or Presidential memo on government-to-government relations, etc.)- Costs to support consultation with Native Americans, i.e., payment for TDY/per diem to fund travel by tribal representatives and or funds to support visits to the reservation or to organize a workshop or conference to | the SHPO on behalf of the Air Force |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | facilitate consultation - Consultations for project specific work, site visits, reviews, public meeting facilitation, and other costs to support consultation with Native Americans per NAGPRA- Ethnographic, ethno-historic, and historic studies to determine affiliated tribes/Alaska Native Organizations/Native Hawaiian groups to consult- Costs to reimburse Native American technical experts- Endangered Species Act Sect 7 consultations- Marine Mammal Protection Act or Coastal Zone | |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | Management Act consultations | |
| 3.8 Management of Cultural and Natural Resources | <p>Cultural Resources- Monitoring and management of cultural resources sites and properties that implements the goals and objectives of an approved ICRMP and requirements specified in Programmatic Agreements or Section 106 MOA's and not required as mitigation for a proponent activity.- Recurring management and monitoring of cultural resources sites and properties following provisions of NHPA /ARPA/related authorities- Section 110 inventories and evaluations- Assess/monitor condition (e.g. vandalism, erosion, etc.) of archeological sites and historic buildings as required by law, regulation, or compliance agreement or ICRMP</p> <p>Natural Resources- Ongoing protection, mitigation, & restoration efforts identified in approved INRMP developed IAW the Sikes Act, and support the goals of the Endangered Species Act, Migratory Bird Treaty Act, Clean Water Act, Fish and Wildlife Conservation Act, Coastal</p> | <p>Cultural Resources- NHPA Section 106 and 110 inventories and evaluations approved by RSTs/SMS- Planning activities to identify historic properties, assess effects, and resolve adverse effects under NHPA Sections 106 and 402- Repatriation and/or reburial of Native American human remains- Projects that implement NAGPRA Plans of Action- Preparation of Historic Facilities Maintenance and Repair Plans- Surveys and assessments</p> | <p>Cultural Resources- NHPA Section 106 mitigation measures for adverse effects (should be programmed within the project by proponents)- ERA eligible projects or activities- Maintenance and repair of National Register listed or eligible buildings, structures, or objects (programmed in SRM) - Grounds maintenance activities (unless to protect archeological sites and historic buildings) - Routine insect, plant, and animal pest control of buildings (CE programs)</p> <p>Natural Resources- Implementation of mitigation measures required for all proposed projects and programs for Natural Resources (e.g. Species inventories, surveys, monitoring, Jurisdictional Wetland surveys, and other mitigation actions required for</p> |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | <p>Zone Mgmt Act, E.O. 11990 Protection of Wetlands, E.O. 11988 Floodplains Mgmt, E.O. 12962, Recreational Fisheries, E.O. 13112, Invasive Species and applicable laws & regulations- Mgmt of Threatened and Endangered Species and their habitat as req'd by law, regulation, or agreements w/regulatory agencies required by Biological Opinion, published species Recovery Plans, or approved INRMP- Mgmt of wetlands/floodplains as required under conditions of a permit action or required by an INRMP and not required as mitigation for a specific proponent activity (e.g. permit req't for a construction project)- Mgmt and control of nuisance and dangerous wildlife that requires permits and special training for handling and immobilization, and is stipulated in the INRMP as a natural resources responsibility- Monitoring, management, and enhancement of protected natural resources sites required by law, INRMP, regulation, or agreements with regulatory agencies</p> | <p>required per NHPA Sections 106 and 402 to support mission activities on installations or in deployment/contingency situations- Specific projects that implement Programmatic Agreements or Section 106 MOA's- Activities responding to Sec 106 and ICRMP-specified post-review and inadvertent discoveries- Activities responding to ARPA applied to site- specific damage/issues Natural Resources- Protection, restoration, and enhancements of natural resources</p> | <p>planning and implementing proponent activities). Should be programmed within the project by proponents- Natural Resources damage/injury assessments, inventories & associated projects- ERA eligible projects or activities- Grounds maintenance unless specifically to protect T&E species or other Natural Resources specific requirement. Routine insect, plant, and animal pest control of buildings (CE programs)</p> |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | | that implement a Sikes Act coordinated INRMP. For Category II installations (no INRMP), natural resources projects necessary to maintain compliance and approved by AFCEC/ANG/AFRC | |
| 3.9 Air Force Wildland Fire Program | - Manpower (Air Force personnel, federal agency via interagency agreement, and state agency via cooperative agreement) - Operational requirements for prescribed burns and fuel treatments (equipment, supplies, fuel, etc.)- Secondary incident response for wildland fire suppression (equipment, supplies, fuel, etc.)- Supplies, equipment, and furnishings required to support execution of Air Force Wildland Fire Program- Vehicle leases required to support execution of Air Force Wildland Fire Program- Training for Air Force Wildland Fire | | - Activities associated with Fire Emergency Services flights and Range Management Offices |

| TOPIC | VALID | | NOT VALID |
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| | Recurring O&S (Level 0) | Non-Recurring (Level 1, 2) | |
| | Center personnel to comply with NWCG standards and certification-Communication/ Information Technology (hardware/software) required to execute Air Force Wildland Fire Program | | |

Attachment 5

OTHER AF ENVIRONMENTAL PROGRAMMING DOCUMENTATION

A5.1. AF EQ Standard Titles: Table provides the EQ Standard Titles document organized by major work tasks, (e.g., temporary duty (TDY), Training, Reports, Plans, and Assessments) and includes specific details for standardized programming. Use the EQ Standard Titles to program all standardized requirements into the AF-approved software following the EQ Programming guides and supplemental budgeting policy. Reference eDASH's EQ PPBE Page, Programming Guidance (Tools).

([https://cs1.eis.af.mil/sites/edash/Web%20Part%20Pages%20%20Program%20Pages/Environmental/Environmental%20Quality%20\(EQ\)%20Planning%20Programming%20Budgeting%20and%20Execution.aspx](https://cs1.eis.af.mil/sites/edash/Web%20Part%20Pages%20%20Program%20Pages/Environmental/Environmental%20Quality%20(EQ)%20Planning%20Programming%20Budgeting%20and%20Execution.aspx))

A5.2. The AF EQ Scoring Model: Table utilizes five scoring factors: Return on Investment (ROI), Environmental Risk, Regulatory Category, Mission Degradation, and Stakeholder Interest. Each installation shall apply the EQ Scoring Model to each requirement. Reference eDASH's EQ PPBE Page, Programming Guidance (Tools).

([https://cs1.eis.af.mil/sites/edash/Web%20Part%20Pages%20%20Program%20Pages/Environmental/Environmental%20Quality%20\(EQ\)%20Planning%20Programming%20Budgeting%20and%20Execution.aspx](https://cs1.eis.af.mil/sites/edash/Web%20Part%20Pages%20%20Program%20Pages/Environmental/Environmental%20Quality%20(EQ)%20Planning%20Programming%20Budgeting%20and%20Execution.aspx))

A5.3. The PB-28 Definitions and Codes: Published by OSD for Presidential Budget environmental reporting. (Environmental Pillar, Environmental Program Area, and Environmental Activity Relationship Data Matrix). Reference eDASH's EQ PPBE Page, Programming Guidance (Tools).

([https://cs1.eis.af.mil/sites/edash/Web%20Part%20Pages%20%20Program%20Pages/Environmental/Environmental%20Quality%20\(EQ\)%20Planning%20Programming%20Budgeting%20and%20Execution.aspx](https://cs1.eis.af.mil/sites/edash/Web%20Part%20Pages%20%20Program%20Pages/Environmental/Environmental%20Quality%20(EQ)%20Planning%20Programming%20Budgeting%20and%20Execution.aspx))