

**BY ORDER OF THE COMMANDER  
673D AIR BASE WING (PACAF)**

**673D AIR BASE WING INSTRUCTION  
32-7003**



**30 JUNE 2011  
Certified Current On 11 June 2015  
Civil Engineering**

**LAND USE CONTROL MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 673 CES/CEANR

Certified by: 673 CEG/CC  
(Col Russell R. Hula)

Supersedes: 3WGI32-7003, 16 February  
2007

Pages: 6

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This instruction implements AFD 32-70, *Environmental Quality*, and is used in conjunction with AFIs 32-7020, *The Environmental Restoration Program*, 32-7066, *Environmental Baseline Surveys in Real Estate Transactions*, and 673ABWI 32-1007, *Safeguarding Utilities From Damage*. It prescribes the processes and responsibilities for the management of and compliance with land use controls on Joint Base Elmendorf-Richardson (JBER) and applies to all military and civilian organizations that occupy facilities, or conduct business, on the installation. This publication does not apply to the US Air Force Reserve or Air National Guard units and members. The current land use control areas can be found on the Environmental Restoration map located on the GeoBase webpage. 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*, and route the AF Form 847 through the appropriate chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims.cfm>. See **Attachment 1** for a Glossary of References and Supporting Information.

**SUMMARY OF CHANGES**

**This publication has been substantially revised and must be completely reviewed.** The instruction was updated to reflect changes as a result of the joint base establishment, including the scope of the program, as well as the establishment or redesignation of units.

## 1. General:

1.1. Land use controls (LUC), such as limitations on access, water use, excavations, and property transfers, will supplement engineering controls as appropriate for short-term and long-term management to prevent or limit human and environmental exposure to hazardous substances, pollutants, or contaminants. Examples include limitations on the depth and location of excavations, prohibition of or restrictions on well drilling and use of ground water, management of excavated soils, and prohibition of certain land uses. LUCs, often used interchangeably with institutional controls (IC), are administrative, procedural, engineering, and regulatory measures to control human access to and use of property.

1.2. LUCs were established at JBER to prevent exposure to contaminated soil and water, based on agreements between the military services and the US Environmental Protection Agency (USEPA) and the Alaska Department of Environmental Conservation (ADEC). LUCs are used to reduce the potential for exposure to hazardous substances or to enhance the protectiveness of a soil and/or water cleanup remedy. They include restrictions on the use of portions of the shallow aquifer south of the Elmendorf Moraine, limitations on the types of buildings allowed in certain areas – primarily occupancy limitations, and land use designations for certain areas as recreational use only. The LUCs have been implemented at several sites and operable units (OU) as part of the Environmental Restoration Program. LUCs were established for DP98 and OUs 1, 2, 4, 5, and 6 on former Elmendorf AFB property in their respective records of decision (ROD), as a component of the selected cleanup remedy. LUCs were also established for restoration and compliance sites formerly part of Fort Richardson in their respective RODs or Decision Documents. LUCs must be in place as long as a property is not available for unrestricted use or unlimited exposure and may include temporary or permanent restrictions or requirements. When all cleanup goals have been achieved for a given site, temporary controls, such as groundwater use restrictions, may be removed.

## 2. Responsibilities:

2.1. JBER personnel, tenants, or contractors whose projects or activities require excavation in areas where site-specific LUCs are in effect will comply with all LUCs, 673ABWI 32-1007, and applicable Air Force instructions. Base contractors and tenant organizations will have LUC compliance requirements incorporated into their contracts and interagency agreements, as will be necessary. Failure to comply with LUCs will be grounds for penalty, in accordance with provisions specified in applicable contract documents. At project completion, the JBER organization or contractor will sign a certification of LUC compliance and return the compliance statement to 673 CES/CEANR.

2.2. The 673d Civil Engineer Squadron (673 CES):

2.2.1. Asset Management Flight (673 CES/CEA):

2.2.1.1. Natural Resources Management (673 CES/CEAN):

2.2.1.1.1. Environmental Restoration (673 CES/CEANR):

2.2.1.1.1.1. Will provide groundwater and site-specific LUC requirements throughout the installation and identify any known soil contaminated sites and monitoring wells for the area of the proposed project.

2.2.1.1.1.2. Will conduct annual site visits to ensure compliance with LUCs during project implementation.

2.2.1.1.1.3. Will conduct 5-year reviews, at 5-year intervals, or as required by any subsequent RODs.

2.2.1.1.1.4. Will prepare annual LUC compliance reports and submit reports to ADEC and USEPA by 1 February each year.

2.2.1.1.1.5. Will disseminate LUC information to personnel involved in LUC management, including real property and 673 CES/CEPT for inclusion into GeoBase.

2.2.1.1.1.6. Will operate an active educational program that includes disseminating updated fact sheets and LUC information, providing notices through the installation intranet and the *Arctic Warrior* newspaper, and by briefing LUC management at project kick-off meetings; Environmental, Safety and Occupational Health Council meetings, and Community Environmental Board meetings.

2.2.1.1.1.7. Will coordinate any changes in the base general plan (BGP), or real estate transactions, with USEPA and ADEC.

2.2.1.1.1.8. Will maintain copies of signed certificates of compliance, indicating requestor's adherence to LUCs during project execution.

#### 2.2.1.2. Asset Optimization (673 CES/CEAO):

2.2.1.2.1. Will incorporate LUCs into the BGP, which is available to all base organizations, consultants, and site activation task forces to aid in the facility planning process. The BGP will be consulted prior to facility siting or proposing changes in land use.

2.2.1.2.2. Will coordinate any changes to the BGP which could affect LUCs with 673 CES/ CEANR, to ensure USEPA and ADEC have 30 days to review the proposed changes.

2.2.1.2.3. Will require an AF Form 332, *Base Civil Engineer Work Request*, at the initial planning or siting phase of all projects, including those initiated by tenant organizations. If the project is in an area with LUCs, 673 CES/CEAO will coordinate with 673 CES/CEAN to include specific information about the LUCs in the project location. The 673 CES/CEAO will ensure a project siting review is conducted and that 673 CES/CEAN coordinates on the review.

#### 2.2.1.3. Real Property (673 CES/CEAOR):

2.2.1.3.1. Will ensure LUCs are incorporated into all real estate instruments such as leases, transfers, tenant support agreements, easements, and rights-of-way. In accordance with AFI 32-7066 land use and groundwater use restrictions identified in Environmental Baseline Surveys (EBS) will be incorporated into real estate instruments. A written waiver must be prepared to document any transaction that is exempt. The EBS or waiver will be included in the real estate transaction administrative record.

2.2.1.3.2. Will notify 673 CES/CEANR at least 6 months prior to any lease, transfer, or sale of Air Force land so that USEPA and ADEC can be involved in discussions to ensure appropriate provisions are included in the lease, transfer, or sale terms. Review and comment opportunities afforded to USEPA and ADEC as to federal-to-federal transfers will be in accordance with all applicable federal laws.

2.2.2. Programs Flight (673 CES/CEP) and SABER (673 CES/CEPMS):

2.2.2.1. Will ensure compliance with LUCs by incorporating general LUC language, provided by 673 CES/CEANR, in technical provisions (Section 01010) and environmental constraints/ protection measures (Section 01120) of construction contract documents.

2.2.2.2. As the Contracting Officer's Technical Representative, will inspect and ensure contractors are complying with this Wing Instruction.

2.2.2.3. Geo Integration Office GeoBase Program (673 CES/CEPT):

2.2.2.3.1. Will post a LUC map layer to the interactive map on the installation local area network, allowing all installation organizations access to LUC data on their desktop computers.

2.2.2.3.2. Will incorporate LUCs into the Constraints and Opportunities Map, the Record Drawing Set used for initial siting of new facilities.

2.3. The 773d Civil Engineer Squadron (773 CES):

2.3.1. Operations (773 CES/CEO):

2.3.1.1. Will ensure compliance with LUCs by confirming the appropriate signature and concurrence is completed on 673 ABW Form 3, *Base Civil Engineer Work Clearance Request*, prior to the 773 CES/CEO signature which validates the request.

2.3.1.2. Will maintain approved and completed 673 ABW Form 3, log and file in 773 CES/ CEOSC (CE Customer Service) and make available these work requests and supporting documents for duplication by 673 CES/CEAN, as needed.

2.3.1.3. Infrastructure (773 CES/CEOI):

2.3.1.3.1. Will ensure compliance with 3WGI 32-1007 by preparing and coordinating a 673 ABW Form 3.

2.3.1.3.2. Will revise and coordinate 673 ABW Form 3 for uniform use on all projects executed on JBER in which mechanized equipment penetrates or disturbs the ground, or hand digging that penetrates more than 4 inches below the ground surface.

2.4. The 673d Contracting Squadron (673 CONS) and other service centers, such as the US Army Corps of Engineers (COE) and the Air Force Center for Engineering and the Environment (AFCEE), will ensure compliance with LUCs by incorporating general LUC language, provided by 673 CES/CEANR, in technical provisions (Section 01010) and environmental constraints/protection measures (Section 01120) of construction contract

documents. These agencies will ensure contractors are complying with this Wing Instruction.

**3. Existing LUCs at JBER:**

3.1. LUCs in effect at JBER include site-specific LUCs and restrictions on groundwater use. The LUCs will be terminated as specified in the ROD when the sites or operable units have met required cleanup goals. The military services will seek prior concurrence from USEPA and ADEC to terminate LUCs or modify current land uses. In addition, the military services will seek prior concurrence before any anticipated action that may disrupt the effectiveness of the LUCs, or any action that may alter or is inconsistent with the land use assumptions or land uses described in the respective ROD.

3.2. Site-specific LUCs are specified in the governing ROD or Decision Document. These documents are located in the information repository.

3.3. The installation has implemented an administrative groundwater restriction on the use of groundwater from the shallow aquifer in the area that was formerly Elmendorf AFB. Use of the shallow aquifer within the groundwater control boundary for any purpose including, but not limited to, drinking, irrigation, fire control, dust control, or any other activity is strictly prohibited. Portions of the shallow aquifer are contaminated and may pose a health risk. The shallow aquifer is defined as any unconfined, saturated, water-bearing zone below the ground surface. The current groundwater control boundary can be found on the Environmental Restoration map located on the GeoBase webpage.

ROBERT D. EVANS, Colonel, USAF  
Commander

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

AFPD 32-70, *Environmental Quality*, 20 July 1994.

AFI 32-7020, *The Environmental Restoration Program*, 7 February 2001.

AFI 32-7066, *Environmental Baseline Surveys in Real Estate Transactions*, 1 June 2004.

3WGI 32-1007, *Safeguarding Utilities From Damage*, 17 August 2006.

AFMAN 33-363, *Management of Records*, 8 March 2008.

***Adopted Forms***

AF Form 332, *Base Civil Engineer Work Request*, AF Form 847, *Recommendation for Change of Publication*, and 673 ABW Form 3, *Base Civil Engineer Work Clearance Request*.

***Abbreviations and Acronyms***

**ADEC**— Alaska Department of Environmental Conservation.

**AFCEE**— Air Force Center for Engineering and the Environment.

**AFRIMS**— Air Force Records Information Management System.

**BGP**— Base General Plan.

**COE**— Army Corps of Engineers.

**EBS**— Environmental Baseline Surveys.

**IC**— Institutional Controls.

**JBER**— Joint Base Elmendorf-Richardson.

**LUC**— Land Use Controls.

**OPR**— Office of Primary Responsibility.

**OU**— Operable Units.

**RDS**— Air Force Disposition Schedule.

**ROD**— Records of Decision.

**USEPA**— US Environmental Protection Agency.