

**BY ORDER OF THE COMMANDER DOVER AIR FORCE BASE INSTRUCTION 32-102
DOVER AIR FORCE BASE**

26 AUGUST 2014

Civil Engineering



**EMPLOYEE CERTIFICATION AND REPORTING
SYSTEM COMPLIANCE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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DOVERAFBI 32-102, *Employee Certification and Reporting System Compliance*, implements the Air Force vehicle inspection and maintenance (I/M) program in association with 10 January 2013 Implementation Guide for Air Force Vehicle I/M Program. This instruction establishes responsibilities and procedures from managing the vehicle I/M program on Dover Air Force Base and is applicable to organizations under the 436th and 512th Airlift Wing. Individual tenants will be included upon completion of all military and civilian 436th and 512th Airlift Wing employees. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional's chain of command.

1. Responsibilities of Associate Wings, Wing Staff and Tenant Organizations

- 1.1. Ensure the respective units comply with all federal, state, and local regulatory laws, and DoD, Air Force, Air Mobility Command, and base environmental policies .
- 1.2. Promote Employee Certification Reporting System (ECARS) compliance to all Commanders, Airmen and Civil Service employees assigned to Dover AFB.

1.3. Work with tenant organizations to include their military members and federal civilian employees in the ECARS program

2. Group Commander Responsibilities.

2.1. Ensure the respective group complies with all federal, state, and local regulations and laws, and DOD, Air Force, Air Mobility Command, and base environmental policies.

2.2. Promote ECARS compliance to all Squadron Commanders, Airmen and Civil Service employees within your respective Group.

2.3. Ensure Group training managers are working with Squadron Training Managers to track and maintain a listing of employees who have not completed the necessary ECARS certification.

2.4. Consider punishment in conjunction with AW/JA, SFS polices for those who do not participate in ECARS.

3. Squadron Commander Responsibilities.

3.1. Ensures the respective squadron complies with all federal, state, local laws, and DOD, Air Force and Air Mobility Command and base environmental policies.

3.2. Promote ECARS compliance to all Squadron Airmen and Civil Service employees within your respective Squadron.

3.3. Ensure squadron Training Managers maintain track of all squadron members compliance with ECARS.

3.4. Consider punishment in conjunction with AW/JA, SFS polices for those who do not participate in ECARS.

4. Squadron Unit Training Managers

4.1. Maintain status of all Squadron members and their compliance with ECARS.

4.2. Report Squadron Compliance rating to 436 CES/CEIE for reporting to Environmental Management System (EMS) Cross Functional Team (CFT) and the Environmental Safety and Occupational Health (ESOH) Council on a quarterly basis. Data should be reported by close of business on the Friday of the first full week after the end of the quarter.

5. Squadron Unit Environmental Coordinator Responsibilities.

5.1. Ensure most current policy regarding ECARS is forwarded to all squadron members.

5.2. Work with Squadron Unit Training Managers to ensure all members are aware of ECARS requirement and perform the necessary self-certification.

6. 436 CES/CEIE (CIVIL ENGINEER SQUADRON ENVIRONMENTAL ELEMENT) Responsibilities.

6.1. Works with DMV to provide initial program set up pertaining to written guidance and which vehicles, exemptions will be included for vehicles meeting the requirements of the State of Delaware.

6.2. Acts as liaison with the Delaware DOT Department of Motor Vehicles in supporting future requirements for vehicle emission testing associated with this program and compliance Section 118 of the Clean Air Act (CAA).

6.3. Continual working with Public Affairs to ensure initial and recurring publicity to ensure compliance with program.

6.4. Provides updates to ECARS as it pertains to air quality regions around the United States of America.

6.5. Provides compliance updates to ESOH Council on Wing and Tenant compliance levels.

6.6. Ensures that all environmental matters are addressed to 436 AW/JA for review of potential legal issues.

7. 436 FSS

7.1. Initially and continually work with civil service union representatives to ensure awareness and required compliance with program.

7.2. Instruct newly hired civilians and transferring military members to register vehicle in ECARS.

7.3. Work with civil service unions and supervisors on disciplinary issues for individuals who refuse to certify their vehicles.

8. 436 SFS

8.1. Maintains currency of Dover AFB Instruction 31-218, Motor Vehicle Traffic Supervision.

9. 436 AW/JA

9.1. Assist in squadron disciplinary actions of employees who do not comply with ECARS requirements.

10. 436 AW/PA

10.1. Shall work with all organizations to provide public awareness of ECARS and the associated compliance requirements.

11. ALL CIVILIAN AND MILITARY EMPLOYEES ASSIGNED TO DOVER AFB

11.1. Shall review the vehicle exemptions listed at Attachment 2 and determine if the vehicle they will be driving for more than 60 days on Dover AFB, already meets the Dover AFB Inspection/Maintenance (I/M) program requirements. If so, self-certify their vehicle in ECARS as required. ECARS is a web-based program that can be accessed through the employee's computer. The specific website will be provided in the e-mail notifications sent to each employee upon system activation.

11.2. If in reviewing the vehicle exemptions listed in Attachment 2 and determine none apply, the employee shall take any vehicle to be driven on Dover AFB for 60 days or more annually to the Delaware Department of Motor Vehicles (DMV). Closest location is the DMV Dover location approximately 2 miles north of the North Gate at 303 Transportation Circle, P.O. Box 698, Dover Delaware. Employee shall print a copy of the completed form from ECARS for identification to the DMV employees that you are a Dover AFB employee

requiring an air emissions test only. DMV employees will indicate on form whether your vehicle passes or fails the emission tests.

11.2.1. Employees with vehicles that pass the DMV administered emission test, can return and self-certify their vehicle accordingly in the ECARS program.

11.2.2. Employees with vehicles that do not pass the DMV administered emission test must comply with the State of Delaware requirements in an attempt to pass the test. Repairs not to exceed \$810 (DMV has the option to occasionally change this amount) must be implemented and the vehicle returned to the DMV for a follow-up emission test. If vehicle fails the emission test two or more times and repairs to the vehicle have exceeded the State of Delaware threshold, the employee can apply for a waiver from the vehicle emission certification from the State of Delaware. Instructions for waiver application are provided by the State of Delaware at the time an employee receives notice the vehicle failed the emission test. Once the failed vehicle passes or a DMV waiver is obtained, the employee shall self certify in the ECARS database.

RICHARD G. MOORE, JR., Colonel, USAF
Commander, 436th Airlift Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 33-363, *Management of Records*, 8 November 2008

DOVERAFBI 31-218, *Motor Vehicle Traffic Supervision*, 23 July 2013

Prescribed Forms

No Forms prescribed by this publication.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*.

Abbreviations and Acronyms

I/M—Inspection and Maintenance

AF—Air Force

AFMAN—Air Force Manual

ECARS—Employee Certification Reporting System

RDS—Records Disposition Schedule

EMS—Emergency Management System

CFT—Cross Functional Team

ESOH—Environmental Safety and Occupational Health

CAA—Clean Air Act

DMV—Delaware Department of Motor Vehicles

Attachment 2**VEHICLES EXEMPTED FROM PERFORMING ADDITIONAL EMISSION TESTING
AT DELAWARE DEPARTMENT OF MOTOR VEHICLES INSPECTION LANES**

A1.1. Vehicles already with valid registration in areas of non-attainment of equivalent or further deteriorated status than that of Kent County, Delaware by the Environmental Protection Agency. ECARS software will notify you if your home County will exempt you from subsequent testing. Those already exempted with this requirement includes already licensed vehicles in the States of Delaware and New Jersey. Note, all vehicles registered outside of the United States will be required to proceed to DMV for testing.

A1.2. Vehicles manufactured within the last five years.

A1.3. Gasoline powered passenger vehicles manufactured in 1967 or prior

A1.4. Vehicles not driven on Dover AFB for 60 days or greater in a calendar year

A1.5. Motorcycles

A1.6. Gasoline powered pick-up trucks manufactured in 1969 or prior

A1.7. Historic or antique vehicle and kit cars

A1.8. Electric Powered vehicles

A1.9. All diesel powered vehicles manufactured in 1996 or earlier

A1.10. Motor vehicles with a gross vehicle weight greater than 8,500 pounds