

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

AIR FORCE INSTRUCTION 90-801

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Special Management

***ENVIRONMENT, SAFETY, AND
OCCUPATIONAL HEALTH COUNCILS***

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OPR: SAF/IEE
(Lt Col David R. Gilliam)

Certified by: SAF/IEE
(Mr. Mark A. Correll)

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This instruction implements Air Force Policy Directive (AFPD) 90-8, *Environment, Safety, and Occupational Health Management and Risk Management* by establishing Environment, Safety, and Occupational Health (ESOH) Councils at HQ USAF (HAF), HQ Major Commands (MAJCOMs) and at installations to ensure a systematic, inter-disciplinary approach to achieve ESOH goals throughout the Air Force. This instruction applies to all Air Force personnel, Air Force Reserve, the Air National Guard and all Air Force installations. In instances where the Air Force, Air Force Reserve, or Air National Guard organizations and personnel are tenants to a non-Air Force organization, those personnel will follow the requirements identified in applicable and enforceable agreements in accordance with (IAW) AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*. 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). more information on AFRIMS may be found at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. This publication may be supplemented at any level, but direct supplements must not contain conflicting material or less restrictive guidance. The authorities to waive 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*, for a description of the authorities associated with the Tier numbers. SAF/IEE is the waiver authority for all non-tiered requirements in the AFI. 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 to SAF/IEE, 1665 AF Pentagon, Washington, DC 20330-1665, usaf.pentagon.saf-ie-workflow@mail.mil.

SUMMARY OF CHANGES

This document has many changes and needs to be completely reviewed. This AFI outlines the role of the HAF and MAJCOM ESOH Council (ESOHC). It introduces the option to use a Steering Committee (ESOHSC) and outlines its role. It further describes reportable items, the role of AF Installation & Mission Support Center (AFIMSC), and incorporates the requirement for tiering.

Section A—How To Use This Instruction

1. Background. The Air Force will provide safe and healthful workplaces and conduct operations in a manner that minimizes risk to mission accomplishment while preserving resources, protecting the environment, and safeguarding military and civilian personnel and the public both on and off the installation. As the senior Air Force environment, safety, and occupational health council at each level of command, the ESOHC reviews policies and programs, establishes goals, monitors progress, and advises leadership. ESOHCs oversee implementation of AFD 90-8 and all related guidance. ESOHCs are an integral part of the Air Force various ESOH Management Systems.

2. Concept.

2.1. This instruction provides HAF, MAJCOMs or equivalents which includes the National Guard Bureau (NGB) and the Air Force Reserve Command (AFRC), with a framework to oversee the Core Mission Areas' integration of Air Force ESOH programs at their installations as defined by AFD 90-8, AFD 91-2, *Safety Program*, AFD 32-70 *Environmental Quality* (currently being retitled *Environmental Considerations In Air Force Programs And Activities*), AFD 40-2, *Radioactive Materials*, and AFD 48-1, *Aerospace Medicine Enterprise*.

2.2. The ESOHC should ensure the appropriate level of ESOH assets are sustained, restored, and modernized to achieve the desired mission capability using a risk-based decision making process.

3. Purpose. The ESOHC is the cornerstone of the ESOH program and provides senior leadership involvement and direction at all levels of command to ensure compliance, reduce risk, and continuously improve; annually establishes goals, measures, objectives, and targets; and provides additional ESOH guidance to subordinate organizations as required. The ESOHC is the key element in the Plan-Do-Check-Act sequence in the AF various ESOH Management Systems. At all levels of command, it serves to identify issues that are beyond its span of control and raises those issues with the next higher command level ESOHC for assistance and direction.

4. ESOHC Membership. ESOHC members ensure their areas of responsibility participate in the inter-disciplinary, integrated approach to ESOH issues. All ESOHCs must comply with the responsibilities outlined in **Section B**.

4.1. HQ Air Force (HAF): The ESOHC will be co-chaired by SAF/IE and the Vice Chief of Staff of the Air Force. The membership will include representatives from the appropriate Secretariat and Air Staff two-letter offices who will appoint a primary and an alternate member. The members must be a General Officer or a member of the Senior Executive Service (SES). The ESOHC chairpersons designate other members to serve on the ESOHC as required. SAF/IEE will serve as executive secretary. HAF will ensure ESOHCs are established at MAJCOMs and will monitor their compliance with this AFI and other directives as applicable to ESOH management and oversight. Under the authority of the HAF ESOHC, an ESOHSC may be chartered to function as the headquarters ESOH working group.

4.1.1. HAF ESOHSC: The ESOHSC will be chaired by SAF/IEE. The membership will include representatives from the appropriate Secretariat and Air Staff two-letter offices at the O-6 or GS-15 level who have decision making authority. The ESOHSC chairperson may designate other members to serve on the ESOHSC as required.

4.2. MAJCOMs: The commander will serve as the chairperson, but may delegate to the vice commander. The ESOHC membership will include representatives from the appropriate two-letter offices. Each appropriate directorate/staff office designates a primary and an alternate member with decision-making authority to serve on the ESOHC. The ESOHC chairperson designates other members to serve on the ESOHC as required. The chairperson will appoint the executive secretary. MAJCOMs will ensure ESOHCs are established at all installations within the operational control of the MAJCOMs and monitor their compliance with this AFI and other directives as applicable to ESOH management and oversight. The ESOHC monitors progress toward achieving higher headquarters goals, reports progress, and raises issues to higher headquarters for assistance/resolution. Under the authority of the MAJCOM ESOHC, an ESOHSC may be chartered to function as the MAJCOM ESOH working group.

4.2.1. MAJCOM ESOHSC: The ESOHSC should be chaired by an O-6/GS-15 or above and appointed by the MAJCOM Commander. The membership will include representatives from the appropriate two-letter offices as determined by the chairperson. The ESOHSC chairperson may designate other members to serve on the ESOHSC as required.

4.3. Installations: The installation commander will serve as the chairperson, but may delegate to the vice wing commander. **(T-1)** In addition, the ESOHC membership will include group and squadron commanders including tenant organizations and representatives from each (E, S, and OH) discipline including all safety disciplines, deemed necessary by the chairperson as a minimum. **(T-3)** The chairperson will appoint the executive secretary. **(T-3)** The Designated Employee Representative will be invited to participate unless representation is otherwise covered under management-labor contracts. **(T-3)** The ESOHC monitors progress toward achieving higher headquarters goals, reports progress, and raises issues to higher headquarters for assistance/resolution. **(T-1)**

Section B—Requirements and Records

5. Responsibilities:

5.1. HQ USAF (HAF) will:

5.1.1. Conduct an ESOHC meeting as needed, determined by the ESOHC Co-Chairs.

5.1.2. Directs the ESOHSC to:

5.1.2.1. Identify to the Air Force Corporate Structure issues critical to mission capability and the impact of resource allocation decisions on ESOH.

5.1.2.2. Review adequacy of policies, resources, and performance in meeting goals and make recommendations to Chief of Staff on changes required.

5.1.2.3. Work with other HAF two-letter offices to develop policy for emerging legislation and regulations, maintaining and improving the various Air Force ESOH Management Systems, and provide an annual management system assessment based on the developed measures of effectiveness and annual reports from MAJCOM ESOHCs to SECAF and Chief of Staff.

5.1.2.4. Oversee ESOH Management Systems implementation and effectiveness to ensure continual improvement is consistent with Air Force ESOH risk-based performance goals and objectives.

5.1.2.5. Champion inclusion of Air Force-unique ESOH needs in the development of the Core Function Support Plans (CFSPs), Initial Capabilities Documents (ICDs), Capability Development Documents (CDDs), and Capability Production Documents (CPDs).

5.2. Major Commands (MAJCOMs) will:

5.2.1. Establish an ESOHC to act as the primary executive council to ensure ESOH management decisions enhance mission capability. ESOHC chair may direct a MAJCOM ESOHSC to execute the duties of the MAJCOM ESOHC.

5.2.1.1. An ESOHC or ESOHSC must meet at least semi-annually and are encouraged to meet face-to-face but may use other avenues, such as virtually e.g. video tele-conferences (VTC) or Defense Collaboration Services (DCS). The ESOHSC should be chaired by an O-6/GS-15 or above. If an ESOHSC is established, the ESOHC may meet as needed, as determined by the ESOHC Chair.

5.2.2. Appoint an executive secretary who will be responsible for all committee arrangements, establish the meeting schedule, develop and distribute the agenda in advance, serve as the meeting facilitator, record, and publish committee minutes.

5.2.3. Address appropriate topics to meet ESOHC responsibilities and consider additional topics from [Attachment 2](#) or other topics as appropriate, as determined by the chairperson.

5.2.4. Champion inclusion of ESOH in Program Action Directives, Operational Plans, ICDs, CDDs, CPDs, Program Objective Memorandums (POM) and Budget Execution Submissions (BES), where applicable.

5.2.5. Review implementing ESOH policy and guidance and make recommendations to HAF on required changes.

5.2.6. Develop, approve, and monitor ESOH risk-based performance goals, measures, and objectives.

5.2.7. Report annually the progress on ESOH goals as defined by next higher level ESOHC and any issues requiring higher level assistance or direction.

5.2.8. Provide guidance and oversight for implementing, maintaining, and improving Air Force ESOH Management Systems to installations as required.

5.2.9. Report annually to the next higher level ESOHC on the effectiveness of the management systems (based on the measures of effectiveness developed by the HAF ESOHSC), evaluate high-risk and/or problematic open findings and track progress to correct validated deficiencies until closure.

5.2.10. Report and track instances where a mission or operation has been, or is expected to be negatively impacted because of ESOH restrictions; and actions taken to affect change or eliminate the impact.

5.2.11. Review PMRs from each (E, S, and OH) discipline at least annually.

5.2.12. Sign ESOHC and/or ESOHSC minutes which must include an annual PMR review from each discipline.

5.3. AF Installation & Mission Support Center (AFIMSC) will:

5.3.1. Provide civil engineering program management, resourcing and support to HAF, MAJCOMs, and installation to include calling into ESOHCs or ESOHSCs as required.

5.3.2. Provide MAJCOM & installation ESOHCs or ESOHSCs the appropriate environmental functional oversight, analysis, reporting and subject matter expertise needed to fulfill the "E" portion of the ESOH activities outlined in this AFI.

5.3.3. Support the HAF ESOHSC by providing reports on environmental performance and contributing to the preparation of an annual Environmental Management System (EMS) assessment.

5.4. Installations will:

5.4.1. Establish an ESOHC that meets at least semi-annually to act as the primary executive council to ensure ESOH management decisions enhance mission capability. ESOHCs are encouraged to meet face-to-face but may use other avenues to conduct their ESOHC meetings, such as virtually e.g. video tele-conferences (VTC) or Defense Collaboration Services (DCS). **(T-1)**

5.4.1.1. ANG Installations with less than 200 full time personnel will establish an ESOHC, but based on available resources, may adjust the frequency of meetings through coordination and concurrence with the ANG ESOHC. **(T-1)**

5.4.2. Appoint an executive secretary who will be responsible for all committee arrangements, establish the meeting schedule, develop and distribute the agenda in advance, serve as the meeting facilitator, record, and publish committee minutes. **(T-3)**

- 5.4.3. Ensure a systematic, interdisciplinary approach to ESOH and ensure core mission areas integrate this approach into planning, budgeting and decision making. **(T-2)**
- 5.4.4. Use risk-assessment methodology to identify and prioritize requirements that maximize mission performance and minimize ESOH risk and cost, to include preventative actions based on compliance trends from inspections. **(T-2)**
- 5.4.5. Address appropriate topics to meet ESOHC responsibilities and consider additional topics from **Attachment 2** or other topics as appropriate, as determined by the chairperson.
- 5.4.6. Establish sub-groups and/or utilize existing working groups such as the Hazardous Material Management Process (HMMP) Team, EMS Cross Functional Team, Drinking Water Working Group, Occupational Environmental Health Working Group (OEHWG), Aerospace Medicine Council (AMC), and others to ensure oversight in implementing, maintaining, improving each (E, S, and OH) disciplines management system. **(T-3)**
- 5.4.7. Champion inclusion of ESOH in Program Action Directives, Operational Plans, ICDs, CDDs, CPDs, POM, and Budget Execution Submissions (BES), where applicable. **(T-2)**
- 5.4.8. Review implementing ESOH policy and guidance and make recommendations on required changes. **(T-2)**
- 5.4.9. Develop, approve, and monitor ESOH risk-based performance goals, and objectives. **(T-1)**
- 5.4.10. Report annually on the progress of ESOH goals as defined by next higher level ESOHC and any issues requiring higher level assistance or direction until closure. **(T-1)**
- 5.4.11. Report annually to the next higher level ESOHC on the effectiveness of the management systems, evaluate high risk and/or problematic open findings, and track progress to correct validated deficiencies. **(T-1)**
- 5.4.11.1. Review PMRs from each (E, S, and OH) discipline at least annually. Management system conformance evaluation includes review of Unit Effectiveness Inspections (UEI) results under the AF Inspection System (AFIS).
- 5.4.12. Report on installation's Master Hazard Abatement Plan and highlight RACs coded 1 through 3 that will not be corrected within 60 days. **(T-1)**
- 5.4.13. Report and track instances where a mission or operation has been, or is expected to be negatively impacted because of ESOH restrictions; and actions taken to affect change, or eliminate the impact. **(T-1)**
- 5.4.14. Provide signed ESOHC minutes which must include an annual PMR review from each discipline. **(T-1)**

6. Records:

6.1. Preparation: Within 30 days following an ESOHC meeting, the executive secretary prepares and coordinates minutes. The minutes will summarize substance and outcome of all discussions. **(T-3)**

6.2. Privileged Information. Privileged safety information will not be discussed during the meeting unless everyone has been properly trained and at no time should privileged information be published in the minutes. The preparing organization must comply with instructions for handling and release of privileged information in accordance with AFI 91-204, *Safety Investigations and Reports*. **(T-1)**

6.3. Distribution: Executive secretary will forward ESOHC minutes to all council members. **(T-3)** Secretaries shall forward copies of subordinate ESOHC minutes to all primary council members. Distribution will comply with Section 6.2 In addition,

6.3.1. HAF ESOHC: Distribute minutes to Direct Reporting Units and Field Operating Agency commanders and MAJCOM ESOHC executive secretaries. **(T-1)**

6.3.2. MAJCOM and Installation ESOHC: Distribute minutes to next higher level ESOHC executive secretary. **(T-1)**

6.4. Executive secretaries keep the ESOHC minutes and related documents per AFI 33-364, *Records Disposition Procedures and Responsibilities* and AFMAN 33-363. **(T-1)**

MIRANDA A. A. BALLENTINE, EX-IV
Assistant Secretary of the Air Force Installations,
Environment and Energy

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

DODI 6055.01, *DoD Safety and Occupational Health Program, (SOH)*, 14 Oct 2014

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

AFPD 40-2, *Radioactive Materials (Non-Nuclear Weapons)*, 12 January 2015

AFPD 48-1, *Aerospace Medicine Enterprise*, 8 December 2014

AFPD 90-8, *Environment, Safety, and Occupational Health Management and Risk Management*, 2 February 2012

AFPD 91-2, *Safety Programs*, 24 July 2012

AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*, 18 Oct 2013

AFI 32-7047, *Environmental Compliance, Release and Inspection Reporting*, 22 Jan 15

AFI 32-7091, *Environmental Management Outside the United States*, 18 Mar 16

AFI 33-360, *Publications and Forms Management*, 25 September 2013

AFI 33-364, *Records Disposition- Procedures and Responsibilities*, 22 Dec 2006

AFI 91-204, *Safety Investigations and Reports*, 12 Feb 2014

AFMAN 33-363, *Management of Records*, March 1 2008

Abbreviations and Acronyms

AFIS—Air Force Inspection System

AMC—Aerospace Medicine Council

BES—Budget Execution Submissions

CFSPs—Core Function Support Plans

CDD—Capability Development Documents

CPD—Capability Production Documents

DCS—Defense Collaboration Services

ESOH—Environment, Safety, and Occupational Health

ESOHC—Environment, Safety, and Occupational Health Council

ESOHSC—Environment, Safety, and Occupational Health Steering Committee

EMS—Environmental Management System

HAF—Headquarters US Air Force

ICD—Initial Capabilities Documents

OEHSA—Occupational environmental health site assessment

PMR—Program Management Review

POM—Program Objective Memorandums

UEI—Unit Effectiveness Inspections

VTC—Video Tele-conferences

Terms

AFIMSC—A center which provides centralized management of installation and mission support capabilities across the Air Force and is subordinate to AFMC.

Core Mission Areas—For the purposes of this AFI and Air Force Environment, Safety, and Occupational Health (ESOH) programs, the term “Core Mission Areas” refers to the following organizations at every level of command (where they exist): Operations, Maintenance, Mission Support, Medical, and Acquisition.

Designated Employee Representative—An individual selected by civilian employees, either directly or through an exclusive representation bargaining agreement, to represent them as a member of the ESOHC.

Enduring Location— A location is enduring when DoD intends to maintain access and use of that location for the foreseeable future. The following types of sites are considered enduring for U.S. Government purposes: main operating base, forward operating site, and cooperative security location. All three types of locations may be composed of more than one distinct site. Enduring locations are published in the OSD-approved Enduring Location Master List.

Environmental Impact Analysis Process (EIAP)—The Air Force’s process that defines a systematic, interdisciplinary approach to making environmentally informed decisions, consistent with the National Environmental Policy Act (NEPA) and the President's Council on Environmental Quality Regulations for implementing NEPA.

Environment, Safety, and Occupational Health (ESOH)—ESOH includes environmental programs (pollution prevention, conservation, clean-up, etc.), environmental health, fire protection, safety, and occupational health disciplines.

Environment, Safety, and Occupational Health Assets—The workforce and natural infrastructure necessary to support operational capability over perpetual useful life.

Environment, Safety, and Occupational Health Councils (ESOHC)—The ESOH group that reviews policies and programs, establishes goals, monitors progress, and advises leadership.

Environment, Safety, and Occupational Health Management Systems—The Air force's management systems are a set of processes and practices that enable an organization to reduce its environmental Safety, and Occupational Health impacts and increase its operating efficiency. They are designed to continually improve mission performance by systematically identifying and reducing ESOH risks and costs. Each function has its own spate management system.

Environmental Health—The discipline and program 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.

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.

MAJCOMs—A major Air Force subdivision, including reserves and guard, with a specific portion of the overall mission and directly subordinate to HAF.

Occupational Health—The discipline and program concerned with identifying potential hazards in the workplace and preventing illness resulting from work-related factors. It includes the prevention of illness during deployments to reduce disease and non-battle injury - (DNBI) rates.

Risk—A combination of the probability and severity of a loss or an adverse impact resulting from exposure to hazards. The greater the risk, the more likely it will cause a drain on resource capability and negatively affect the mission.

Risk Management (RM)—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.

Safety—The discipline and program concerned with the prevention of any active or latent condition that can cause mission degradation, injury or death to personnel, or damage to, or loss of, systems, equipment, facilities, or property.

Sustain, Restore & Modernize (SRM)—Principle used to ensure a calculated level of investment targeted to preserve and improve all infrastructures, including natural (previously applied only to built infrastructure).

Virtual Meeting—An event or series of events where participants join in from multiple locations in “real time”, participating at the same time, often by teleconference or video conference. Passing a set of slides around and having members sign them does not meet HAF's oversight intent.

Attachment 2**OPTIONAL DISCUSSION TOPICS AS APPROPRIATE**

1. Annual review of the ESOH management system conformance
2. Annual PMR summary for Environmental, Occupational and Environmental Health, and Safety (which includes PMRs from occupational, flight, weapons and space safety)
3. Review annual ESOH and fire protection health goals and objectives
4. Review installation OEHSA annually and other site-specific environmental health exposure information
5. Summary of inspection, assessment, and evaluation results
6. Letters from regulatory agencies (such as inspection reports and notices of noncompliance with environmental requirements and consent orders)
7. Review accident and incident trends (including dangerous goods movements), safety initiatives and private sector and other governmental agency best practices
8. Review changes in ESOH program guidelines and Administrative orders
9. Review of the installation master hazard abatement program and analysis of hazard reports
10. Analysis of mishap experience
11. Status of Occupational Health Medical Examination Program and occupational illnesses
12. Review Environmental Impact Analysis Process (EIAP) undertakings for consideration early in the planning process to include planning; programming; resource requirements; and potential impacts. For completed projects, review completion status of mitigation efforts
13. Summary of MAJCOM's status in maintaining environmental standards (eg ISO 14000 EMS Standards) as reported by installations and measured through the AFIS UEI process
14. Status and progress in meeting compliance schedules
15. Summary of Federal Employee Compensation Act (FECA) Working Group report
16. Status of Respiratory Protection, Confined Space, Drinking Water, and Radiation Protection Programs
17. Unfulfilled compliance agreements
18. Briefing on compensation program charge-back costs and continuation of pay (COP) costs for both DAF and NAF mishaps