

**BY ORDER OF THE COMMANDER
45TH SPACE WING**

**45TH SPACE WING INSTRUCTION
32-7002**



29 MARCH 2018

Civil Engineering

**ENVIRONMENTAL IMPACT
ANALYSIS PROCESS (EIAP)**

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This instruction implements Air Force Policy Directive 32-70, *Environmental Quality*, the National Environmental Policy Act of 1969, Title 42 United States Code (U.S.C.) Sections 4321 through 4347, the Council on Environmental Quality, *Regulations for Implementing the Procedural Provisions of the NEPA*, Title 40 Code of Federal Regulations (CFR), Parts 1500 through 1508, Executive Order 12114, *Environmental Effects Abroad of Major Federal Actions* and 32 CFR 989, *Environmental Impact Analysis Process*. This instruction applies to 45 SW and subordinate units, including tenant units. 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 AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may not be supplemented or further implemented/extended. Submit requests for waivers through the chain of command to the Publication OPR. 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 Air Force.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include clarifying process flow, removing outdated coordination requirements, and updating references. 45th Space Wing (45 SW) Form 2 has also been updated to remove the former organization code for the 45 CES Environmental Office.

1. Background.

1.1. **Overview.** This instruction implements the U. S. Air Force's Environmental Impact Analysis Process (EIAP). Its purpose is to ensure that all proposed actions within the 45 SW with potential environmental impacts receive the appropriate level of environmental review early in the planning process. Effective EIAP will identify potential environmental impacts, project constraints, permit requirements, and other regulatory obligations.

1.1.1. This instruction focuses on the preliminary stages of the EIAP process only, *i.e.*, the completion of AF Form 813, Request for Environmental Impact Analysis. The AF Form 813 will document whether the action is categorically excluded from the requirement of further environmental analysis, such as an Environmental Assessment (EA) or Environmental Impact Statement (EIS). If it is determined that a Categorical Exclusion (CATEX) does not apply, the Environmental Office (45 CES/CEI) will determine the appropriate level of analysis required and work with the proponent on completion of the proper documentation. Proponents may reference 32 CFR 989 for procedures in which a CATEX does not apply.

1.2. **Concept.** This instruction applies to all 45 SW organizations, tenant organizations, visiting organizations, and contractors operating within the 45 SW and/or on 45 SW installations. Each organization should have an environmental coordinator/representative to track environmental requirements identified through their EIAP process, and ensure these requirements are identified to the appropriate individuals within their organization. It is important that actions are thoroughly reviewed for environmental impacts prior to implementation, as violations of various environmental laws may result in civil or criminal penalties.

1.3. Proposed actions requiring environmental impact evaluation include, but are not limited to:

- 1.3.1. Implementing new programs, payloads, and procedures;
- 1.3.2. Preparing, revising, and implementing land use plans;
- 1.3.3. Engaging in construction, demolition, maintenance or excavation activities;
- 1.3.4. Procuring and operating new equipment (*e.g.*, parts washer);
- 1.3.5. Engaging in hazardous operations;
- 1.3.6. Performing training exercises;
- 1.3.7. Granting easements, leases, licenses and other interests in real property;
- 1.3.8. Acquiring or transferring real property or facilities;
- 1.3.9. Procuring or handling hazardous materials;
- 1.3.10. Generating liquid or solid wastes; and
- 1.3.11. Producing any release or discharge into the air or water.

1.4. The 45 SW Customer Service Unit (CSU) will provide the proponent with an AF Form 332, Base Civil Engineer Work Request, and a 45 SW Form 2, 45 SW Environmental Checklist, (Instructions, Attachment 2).

1.5. The 45 SW Environmental Planning Function (EPF) will assist the proponent with the completion of the 45 SW Form 2, AF Form 332 and AF Form 813 (Instructions, Attachment 3).

2. Responsibilities.

2.1. **Environmental Planning Function (EPF).** The EPF is the 45th Civil Engineer Squadron Installation Management Flight (45 CES/CEI), Environmental Office, the interdisciplinary staff responsible for EIAP. The EPF:

2.1.1. Assists the proponent in preparing a Description of Proposed Action and Alternatives (DOPAA) and actively supports the proponent during all phases of the EIAP;

2.1.2. Evaluates proposed actions and completes Sections II and III of AF Form 813 subsequent to submission by the proponent. The EPF responsible official signs the AF Form 813;

2.1.3. Identifies and documents, with technical advice from the 45th Bioenvironmental Engineering Office (45 AMDS/SGPB) and other applicable offices, environmental quality standards that relate to the actions under evaluation; and

2.1.4. Prepares environmental documents, or obtains technical assistance through Air Force channels or contract support, and adopts the documents as official Air Force papers when completed and approved.

2.2. **Proponent.** Any individual, office, unit, or activity at any level that initiates Air Force actions is responsible for:

2.2.1. Notifying the EPF as early as practicable in the planning process to facilitate the timely review of the proposed action by outside regulatory agencies;

2.2.2. Completing Section 1 of the AF Form 813, including a DOPAA, for submittal to the EPF;

2.2.3. Identifying key decision points and coordinating with the EPF on EIAP phasing;

2.2.4. Ensuring environmental documents are available to the decision-maker before the final decision is made;

2.2.5. Ensuring that, until the EIAP is complete, resources are not committed. Resource commitment before environmental review may prejudicially affect the selection of alternatives and actions that could, in turn, adversely impact the environment; and

2.2.6. Integrating the EIAP into the planning stages of a proposed program or action and, with the EPF, determining as early as possible whether to prepare an Environmental Assessment (EA) or an Environmental Impact Statement (EIS).

2.3. **Staff Judge Advocate (45 SW/JA).** The Staff Judge Advocate:

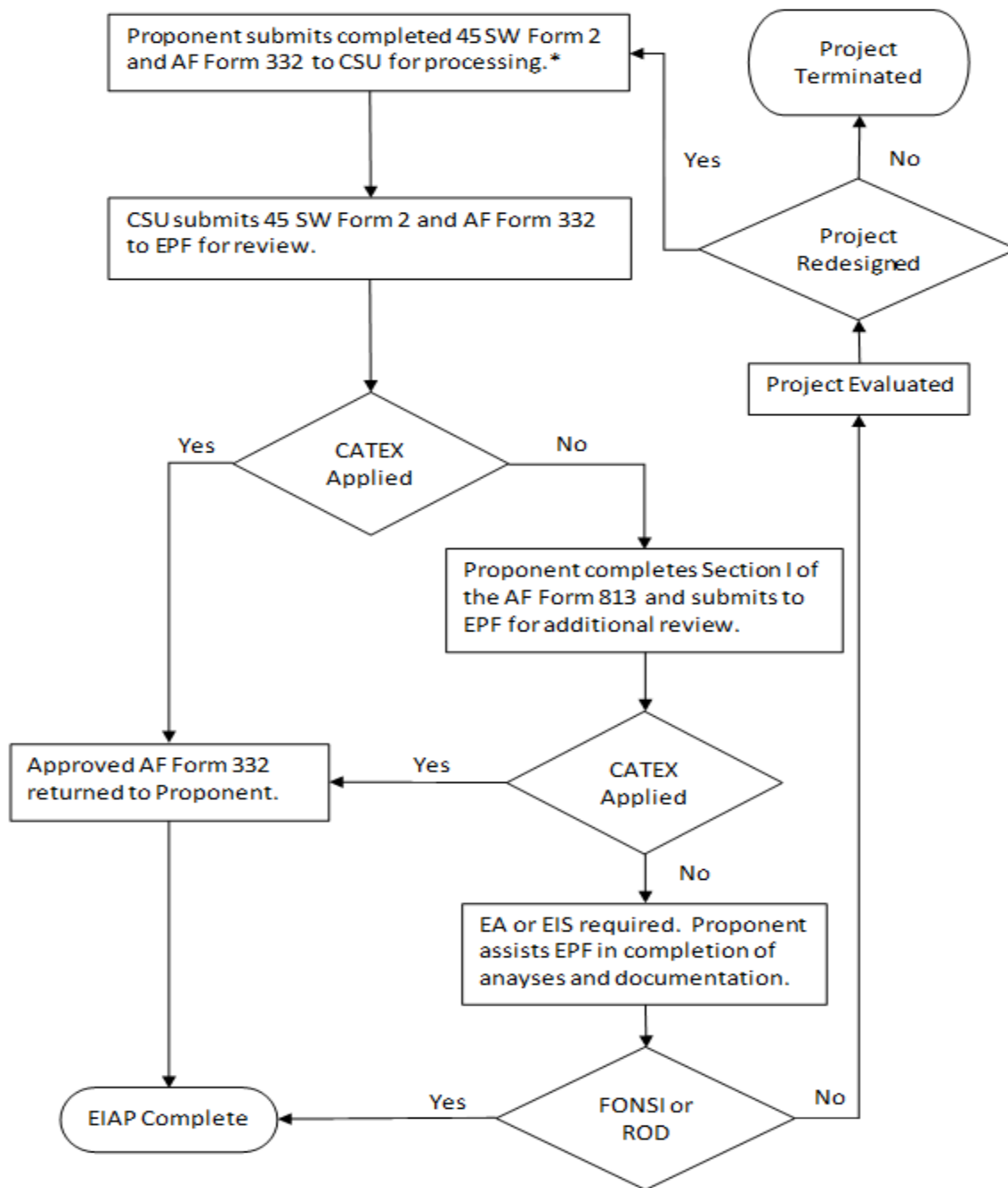
2.3.1. Advises the EPF on CATEX determinations and the legal sufficiency of environmental documents;

2.3.2. Advises the EPF during the scoping process of issues that should be addressed in EISs and on procedures for conducting public hearings; and

2.3.3. Promptly refers all matters causing or likely to cause substantial public controversy or litigation to HQ AFSPC/JA and AFLOA-JACE.

3. Procedure for EIAP. The EIAP flow chart describes the sequence of events associated with the environmental review process.

Figure 1. Environmental Impact Analysis Flow Chart.



* For actions that will not enter the AF Form 332 process, the Proponent may submit the Environmental Checklist and/or AF Form 813 directly to the EPF.

Acronyms:

CATEX - Categorical Exclusion
 CSU - Customer Service Unit
 EA - Environmental Assessment
 EIAP - Environmental Impact Analysis Process

EIS - Environmental Impact Statement
 EPF - Environmental Planning Function
 FONSI - Finding of No Significant Impact
 ROD - Record of Decision

3.1. The proponent requesting or proposing the action must:

3.1.1. Complete a 45 SW Form 2, **45 SW Environmental Checklist**, prior to submitting an AF Form 332, **Base Civil Engineer Work Request**, or initiating a proposed action on 45 SW properties. The Environmental Checklist will indicate if a proposed action has the potential to have an environmental impact and therefore requires an EIAP review;

3.1.2. Submit the completed 45 SW Form 2, AF Form 332, and AF Form 813, **Request for Environmental Impact Analysis**, if applicable, to the respective CSU for processing. For actions that will not enter the AF Form 332 system, the proponent may submit the checklist and/or the AF Form 813 directly to the EPF;

3.1.3. To reduce processing time, obtain any required coordination, review, and/or approvals before submitting a work request to the CSU; and

3.1.4. If the scope of the project changes after the AF Form 813 has been approved, immediately notify the EPF to ensure proper evaluation of the change(s).

3.2. **The Customer Service Unit (CSU) will:**

3.2.1. Provide assistance to the proponent with a 45 SW Form 2 upon request;

3.2.2. Review all work requests to verify that the proper environmental documents are attached. If incomplete, the 45 SW Form 2 will be returned to the proponent;

3.2.3. Forward all work requests requiring an environmental review to the EPF after assigning a Work Order Number/Service Order Number (WON/SON).

3.3. **The Environmental Planning Function (EPF) will:**

3.3.1. Provide assistance to the proponent upon request in completing the 45 SW Form 2 and AF Form 813;

3.3.2. Consider and document impacts to the environment from all proposed Air Force actions in accordance with 32 CFR 989, *Environmental Impact Analysis Process*;

3.3.3. Evaluate proposed actions for possible CATEX from environmental impact analysis in accordance with 32 CFR 989 Appendix B;

3.3.4. Make environmental documents, comments, and responses, including those of other Federal, state, and local agencies and the public, part of the record available for review and use at all levels of decision making in the EIAP process;

3.3.5. Review the specific alternatives analyzed in the EIAP when evaluating the proposed action prior to decision making; and

3.3.6. Ensure that alternatives considered by the decision-maker are both reasonable and within the range of alternatives analyzed in the environmental documents.

WAYNE R. MONTEITH, Brigadier General, USAF
Commander

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

42 U.S.C. §§4321-4347, *National Environmental Policy Act of 1969*

42 U.S.C. §7609, *Clean Air Act*

42 U.S.C. §13101(b), *Pollution Prevention Act of 1990*

43 U.S.C. §§155-158, *Engle Act*

Executive Order 11988, *Floodplain Management*, 24 May 1977

Executive Order 11990, *Protection of Wetlands*, 24 May 1977

Executive Order 12114, *Environmental Effects Abroad of Major Federal Actions*, 4 January 1979

Executive Order 12372, *Intergovernmental Review of Federal Programs*, 14 July 1982

40 CFR Parts 1500-1508, *Council on Environmental Quality Regulations for Implementing the Procedural Provisions of the National Environmental Policy Act*

DoD Instruction 4715.05, *Environmental Compliance at Installations Outside the United States*

DoD Instruction 4715.06, *Environmental Compliance in the United States*

AFPD 32-70, *Environmental Quality*

AFI 32-1021, *Planning and Programming Military Construction (MILCON) Projects*

AFI 32-7062, *Air Force Comprehensive Planning*

AFI 32-7064, *Integrated Natural Resources Management*

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

AFMAN 33-363, *Management of Records*

Prescribed Forms

45 SW Form 2, *45 SW Environmental Checklist*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 813, *Request for Environmental Impact Analysis*

AF Form 332, *Base Civil Engineer Work Request*

Abbreviations and Acronyms

45 SW—45th Space Wing

ACM—Asbestos Containing Material

AFI—Air Force Instruction

AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFRIMS—Air Force Records Information Management System
CATEX—Categorical Exclusion
CCAFS—Cape Canaveral Air Force Station
CEQ—Council on Environmental Quality
CFR—Code of Federal Regulations
CSU—Customer Service Unit
DoD—Department of Defense
DOPAA—Description of Proposed Action and Alternatives
EA—Environmental Assessment
EIAP—Environmental Impact Analysis Process
EIS—Environmental Impact Statement
EO—Executive Order
EPF—Environmental Planning Function
FDEP—Florida Department of Environmental Protection
FONPA—Finding of No Practicable Alternative
FONSI—Finding of No Significant Impact
HQ AFSPC—Headquarters, Air Force Space Command
IAW—In accordance with
NEPA—National Environmental Policy Act of 1969
NRHP—National Register of Historic Places
O&M—Operations and maintenance
PAFB—Patrick Air Force Base
PCB—Polychlorinated Biphenyls
RDS—Records Disposition Schedule
ROD—Record of Decision
SJRWMD—St Johns River Water Management District
SPOC—Single Point of Contact
SWI—Space Wing Instruction
U.S.C—United States Code
WON/SON—Work Order Number/Service Order Number

Terms

NOTE— All terms listed in the CEQ Regulations, Title 40 CFR Part 1508, apply to this instruction. In addition, the following terms apply:

Description of Proposed Action and Alternatives (DOPAA)—An Air Force document that is the framework for assessing the environmental impact of a proposal. It describes the purpose and need for the action, the alternatives that will be considered, and the rationale used to arrive at the proposed action.

Environmental Impact Analysis Process (EIAP)—The Air Force program that implements the requirements of NEPA and requirements for analysis of environmental effects abroad under EO 12114.

Federal Action—Actions with effects that are potentially subject to federal control and responsibility. Actions include new and continuing activities, including projects and programs entirely or partly financed, assisted, conducted, regulated, or approved by federal agencies, new or revised agency rules, regulations, plans, policies, or procedures; and legislative proposals.

Finding of No Practicable Alternative (FONPA)—Documentation according to Executive Orders 11988 and 11990 that explains why there are no practicable alternatives to an action affecting a wetland or floodplain, based on appropriate EIAP analysis or other documentation.

Finding of No Significant Impact (FONSI)—Documentation by a federal agency that briefly presents the reasons why an action, not otherwise excluded, will not have a significant effect on the human environment and for which an Environmental Impact Statement therefore will not be prepared. It should include the Environmental Assessment or a summary of it as well as any other environmental documents related to it.

Interdisciplinary—An approach to environmental analysis involving more than one discipline or branch of learning.

National Environmental Policy Act of 1969 (NEPA)—The basic national charter to protect the environment that requires all federal agencies to consider environmental impacts when making decisions regarding proposed actions.

Pollution Prevention—"Source reduction" and other practices that reduce or eliminate pollutants through increased efficiency in the use of raw materials, energy, water, or other resources, or in the protection of natural resources by conservation.

Proponent—Any individual, office, unit, or activity that proposes to initiate an action.

Proposal—A proposal exists when an organization has a goal and is actively preparing to make a decision on one or more alternative means of accomplishing that goal and the effects that can be meaningfully evaluated.

Scoping—A public process for proposing alternatives to be addressed and for identifying the significant issues related to a proposed action prior to the initiation of an Environmental Impact Statement.

United States—All states, commonwealths, the District of Columbia, territories and possessions of the United States, and all waters and airspace subject to the territorial jurisdiction of the United States. The territories and possessions of the United States include the Virgin Islands, American Samoa, Wake Island, Midway Island, Guam, Palmyra Island, Johnston Atoll, Navassa Island, and Kingman Reef.

Attachment 2

45 SW FORM 2, ENVIRONMENTAL CHECKLIST PREPARATION INSTRUCTIONS

Figure A2.1. 45SW Form 2, Environmental Checklist Preparation Instructions

1. Project Title: Title of proposed action as it appears on the work order or programming document.
2. Project Number: Insert SON, WON, PCN, DBEH, SXHT, MAXIMO or other authorized work identification number, as appropriate. If no project number has been assigned, leave blank and Work Control or Plans and Programs will add this.
3. Project Location: Check box for applicable installation where work will be conducted. For off-site work, identify location in "Other."
4. Facility Name/Number: Use the proper name for the facility where work is being conducted and the assigned facility number. If proposed action is not directly associated with a facility, use the closest facility for reference.
5. Requestor/Project Lead: List name of individual who has requested the proposed action. If this individual cannot be identified, or no single individual is responsible for submitting the work requirement, then list the person who is most familiar with the proposed action, such as the design engineer or project lead and their mail code.
6. Phone Number: Telephone number of individual identified in #5.
7. The items listed in this section could be included in, or result from, the work that is being requested/performed. To the best of your knowledge, indicate by checking the applicable box if any of these items could be effected by the work requested/performed. Check the "UNDETERMINED" box if you are not certain. If further information is required for 7 a. - p., please reference the additional instruction sheet.
8a. Requestor Signature: Signature of person completing checklist.
8b. Environmental Coordination/Concurrence: For further information please contact the Environmental Planning Function at (321) 494-6084 for PAFB projects and (321) 853-0910 for CCAFS projects.
ENVIRONMENTAL CHECKLIST ADDITIONAL INFORMATION AND INSTRUCTIONS
The following additional information/instructions for Section 7a - p should be applied to the preparation of the Environmental Checklist.
Stormwater: Stormwater, <i>i.e.</i> , rain, is an environmental concern primarily due to potential impacts of rainwater runoff from an impervious surface into the surrounding area. Secondly, an impervious surface prevents stormwater from percolating into the ground. Consequently, the St. Johns River Water Management District (SJRWMD) requires a permit to be obtained and a stormwater management system to be constructed when a large impervious surface is created. The threshold for obtaining a permit varies from 4000 square feet for surfaces specifically supporting vehicular traffic, such as roads, parking lots, stabilized areas, etc., to 9000 square feet for buildings inclusive of all other impervious surfaces. The permit threshold can also be "tripped" by adding to or modifying an existing impervious surface, so do not assume your project will not require permitting if new impervious area is below the above thresholds. If you check "yes," please identify the number of square feet involved.

<p>Drinking/FIREX Water: Check “yes” if the proposed project involves work that would affect a potable water line. Environmental concerns with work that effects water lines are: 1.) The disturbance of a water line typically lowers water quality and therefore, requires disinfection and sampling prior to use; and 2.) Some connections and/or additions to the existing water system require a permit. Supply as much design information as possible relating to potable water system changes (<i>e.g.</i>, new vs. extension, pipe diameter, etc.). Permit determinations and applications will be handled by the applicable environmental office.</p>
<p>Domestic Wastewater/ Industrial Wastewater: Environmental concerns include potential impacts to the Wastewater Treatment Plant with regards to its operation and existing Florida Department of Environmental Protection (FDEP) permit conditions. New connections and septic tank installations may require permitting, inspection, and/or certification. Therefore, check “yes” if the proposed project will involve installation of new wastewater sources or in any way effect the existing sanitary sewer system. Industrial wastewater is any water-based waste stream, discharge, wash water, deluge outfall, etc., that would result from conducting an industrial-type operation. The source of this wastewater typically requires permitting and therefore, must be identified to the appropriate environmental office as soon as possible. In addition, early environmental coordination could result in the identification of a process alternative that may preclude or minimize the waste stream.</p>
<p>Dewatering: If the proposed project will require the pumping of water to support its construction activities, a permit may be required. There are a number of variances and quantity thresholds based upon the amount of water being transferred and the area where the water will be discharged. Therefore, if your project requires dewatering, check “yes” and the appropriate environmental office will determine permit applicability.</p>
<p>Painting/Paint Removal: Painting or removal of existing paint coatings, depending on the method and contents of the paint, can pose significant human health risks as well as generate hazardous or controlled wastes. In some cases, old paint coatings containing lead and/or other metals as well as non-liquid PCBs, will require specific abatement procedures and special disposal of wastes generated. Additionally, use of paint thinner and chemical stripper typically results in generation of wastes requiring special handling and disposal. If known, please indicate if these painting related materials are to be used. If your project includes any painting or paint removal activities check “yes” for this item and include specific information regarding paint contents, other hazardous materials to be used and painting/paint removal methodology, as applicable.</p>
<p>Air Emissions: If the project (either during construction or operation) would discharge any substance into the air, other than vehicular or normal construction equipment exhaust, check “yes” and describe the source of the emission in item “7l. Other.” Some emission sources may require State and/or Federal permitting for both construction and operation. Some activities are of concern primarily from the worker health and safety standpoint and secondarily for their potential effects to the natural environment. Therefore, early identification of potential air pollution sources is imperative for worker safety.</p>
<p>Construction: Some proposed construction activities may not have their scope defined well enough to allow easy identification of potential environmental concerns, and certain facilities and certain types of construction activities have restrictions or constraints that may not be easily identifiable. An example may be disposal of wastes from a construction or demolition project as opposed to waste generated from normal operations and maintenance (O&M) type projects. The proposed project must reflect the proper disposal method in the design</p>

<p>specifications to ensure compliance with existing permits.</p>
<p>Land Impacts: Areas of major environmental concern associated with this item include the loss of vegetation and disturbance of “natural” land that may provide habitat for various types of wildlife. Similarly, the disturbance of the ground could impact burrowing animals, such as the gopher tortoise. Other issues include the disposal of vegetation from land clearing, underground utilities, archaeological sites, wetlands, etc. If your project includes any type of vegetation removal, land clearing, tree trimming (other than routine landscape maintenance), digging, grading or activity in or near wetlands/surface waters, check “yes” for this item.</p>
<p>Exterior Lighting: Exterior lights at or near Atlantic coastal beaches in Florida have been proven to disrupt sea turtle nesting. Consequently, the Air Force has developed exterior lighting policies to minimize adverse impacts to threatened and endangered sea turtles that nest on their beaches (45 SWI 32-7001). Should the project include exterior lights, either new or replacement of existing, check “yes” and the appropriate environmental office will monitor the design of your project to ensure compliance with the applicable policies. Typically exterior lights, that are not directly related to a color rendition or explosion proof requirement, will be the lowest wattage, low pressure sodium fixture that meets the needs of your request.</p>
<p>Historic Property: Several facilities at PAFB and CCAFS are listed or are eligible for inclusion in the National Register of Historic Places (NRHP). All activities or “undertaking” on these properties must be reviewed to determine the effects on the property. If your activity is at or near any of the facilities listed in this section, check “yes.”</p>
<p>Tanks: Any vessel that stores liquids, other than drinking water, must be evaluated for potential environmental effects. Some tanks require registration with the State based upon the quantity and type of material being stored. All tanks must be identified in the tank management program and various containment and piping requirements may apply. If you suspect the involvement of any new or existing tanks, including associated piping or containment, check “yes” and the environmental tank program managers will identify if any regulatory requirements apply.</p>
<p>Other: If aspects of the proposed project/work do not fit into any of the above categories, but may have an effect on human health or the natural environment, explain in the space provided. This space should also be used to explain or identify specific aspects of the above items, as necessary. If there is not enough space to adequately explain the item you are describing, please attach an additional sheet and reference a continuation sheet in case they should become separated.</p>
<p>Hazardous Material and Waste: A number of items have the potential to adversely affect human health or the natural environment. Consequently, use of these items in the construction and/or operation of your proposed project will require special storage, handling and disposal. Hazardous materials usually constitute items that possess any one or more of the following characteristics: corrosive, flammable, toxic and/ or reactive. If you are not sure, contact the appropriate environmental office to determine if hazardous materials may be used in your project. In addition, should hazardous materials be included in your proposed project, the environmental office may be able to identify an acceptable non-hazardous alternative through the Green Procurement Program. Wastes generated from use of hazardous materials will generally be classified as a hazardous waste, which requires special handling and disposal. Contact the appropriate environmental planning office for guidance regarding proper management of hazardous waste generated by your activities or for assistance in determining waste characteristics.</p>

Asbestos Containing Material (ACM): Due to the age of many of the buildings and structures, it is likely that if your project affects an existing facility, ACM may be encountered. If the project involves new construction or is remote from existing structures and/or utilities then it is unlikely that any ACM would be disturbed by your action(s). Many of the existing facilities have already been sampled and the ACM are already identified. If the potential for the presence of ACM exists, sampling must be requested so a determination can be made for all possible sources. For additional guidance contact 45 CES/CEIE at (321) 494-9270.

Polychlorinated Biphenyls (PCB): PCBs are chemicals that are primarily found in some types of fluids used in electrical equipment, *e.g.*, electrical transformers, switches, ballasts, etc. Non-liquid PCBs may also be present in older paint coatings, caulking and other materials. The primary environmental concern associated with PCB is its potential to cause cancer. Consequently, all projects or jobs that will come in contact with any fluid filled electrical equipment, or non-liquid materials suspected of containing PCBs should include sampling and analysis for PCBs. A current analysis (within six months) must accompany each fluid-containing piece of electrical equipment requiring disposal.

Radiation: Various types of mission related equipment have the potential to emit radiation that could affect human health and the wellbeing of other living organisms. Typically, the project/job requestor is aware of the dangers associated with the equipment being constructed, installed or worked on. However, in some cases, work may be requested that would take place within a zone of influence for an existing piece of equipment, thereby requiring shutdown or some other operational constraint. Therefore, if you know the project will involve a radiation source, or is in the vicinity of a potential source of radiation (radar, microwave transmitter, etc.) check “yes.”

Attachment 3

DIRECTIONS AND REQUIREMENTS FOR COMPLETING AF FORM 813**Figure A3.1. Directions and Requirements for Completing AF Form 813.**

RCS: CSUs assign control/service order number.
<i>Section I</i>
1. 45 CES/CEI; the 45 SW Environmental Planning Function (EPF).
2. The name of the proponent's organization and functional address symbol.
2.a. The proponent's telephone number.
3. The title of the proposed action.
4. Purpose and Need for Action (Use Continuation Sheet (back of AF Form 813) if needed). Brief justification such as mission/project objectives and/or regulatory drivers with dates needed (if applicable).
5. Description of Proposed Action and Alternatives (DOPAA) (Use Continuation Sheet if needed). Describe in detail the work to be done to include site plans/drawings where possible. Use the Environmental Impact Checklist to highlight potential environmental issues. Provide alternatives including the No Action Alternative and include a discussion of any existing environmental documentation including, but not limited to, permits.
6. Name and grade of proponent's approval authority for the action.
6.a. Signature of individual listed in block 6.
6.b. Date when signed.
<i>Section II and Section III</i>
7 – 18. To be completed only by the EPF office.
19. Name and grade of EPF person determining the level of analysis and documentation.
19.a. Signature of authorized EPF personnel.
19.b. Date of signature.