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MEMORANDUM FOR DISTRIBUTION C
MAJCOMs/FOAs/DRUs

FROM: HQ USAF/A4
1030 Air Force Pentagon
Washington, DC 20330-1030

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 implements changes to Air Force Instruction 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 DAFI 33-360.

This Guidance Memorandum provides updated Air Force directive guidance for environmental spill and release response actions and funding eligibility. It also provides new DoD policy instructing installations on reporting all usage or spills of Aqueous Film Forming Foam (AFFF) containing per- and polyfluoroalkyl substances (PFAS), including accidental releases (i.e., spills, leaks) and intentional releases (i.e., fire extinguishment). Changes to AFI 32-7001 are included in the attachment to this Memorandum.

The guidance in this Memorandum becomes void after one year has elapsed from the date of this Memorandum or upon incorporation in rewrite of AFI 32-7001, whichever is earlier.

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DCS/Logistics, Engineering & Force Protection

Attachment:
AFGM2020-01, Changes to AFI 32-7001, *Environmental Management*

The below changes to AFI 32-7001, dated 23 August 2019, are effective immediately. The use of an asterisk (*) identifies a substantive change over the previous guidance. Compliance with attachment 3 in this publication is mandatory.

*2.29.8. Added. The Base Civil Engineer will establish a process, incorporating the EASIER tool, to ensure reporting of usage, spills and environmental releases within 24 hours or one business day, including expedited reporting of AFFF usage, spills, and releases (reference paragraph 7.2.2.). **(T-1)**.

* 5.2.4.1. Changed. Air Force installations and AFR units and bases will use standardized Environmental Management Plan (EMP) templates established by AFCEC/CZ for appropriate environmental programs and planning. **(T-1)**. The EMP repository on eDASH stores these plans and templates. **(Note:** Installations shall follow state-specific templates or format plans per state requirements, where applicable.) **(T-0)**. ANG installations will use the VEMO ePlan tool which stores ANG standardized plans and templates. **(T-1)**.

*5.2.4.2.1. Added. The ANGRC and ANG installation will develop, maintain, and utilize standardized EMP templates within the VEMO ePlan Tool. **(T-1)**. All contract support hired to provide plan development assistance will use the approved ePlan templates and final EMPs will be published in the VEMO ePlan Tool. **(T-1)**.

*6.4.1. Added. Initial Response and Short-Term Recovery. Initial response includes actions taken to respond immediately to a release in order to control, contain, and mitigate endangerment to human health and the environment; typically completed within one week of the release. Short-term recovery or remediation (overseas) are activities taken after the initial response, necessary to restore the environment to the condition existing prior to the release, or to the condition the best available technology can complete within a reasonable timeframe (1-3 months).

*6.4.1.1. Added. The incident commander or Base Civil Engineer, in coordination with the recovery operations chief, will determine the scope of the initial response and short-term recovery in accordance with the Installation Emergency Management Plan 10-2, the Spill Prevention, Control, and Countermeasures Plan (Spill Prevention and Response Plan for overseas bases), and/or the Facility Response Plan, as applicable. **(T-1)**

*6.4.1.2. Added. Costs for accidental pollution releases, or other non-Civil Engineering caused releases, are not eligible for Environmental Quality (EQ) funds. Organizations responsible for a spill shall pay for initial response and short-term recovery costs. **(T-1)**

*6.4.1.3. Added. In some situations, the responsible organization is unknown at the time of the spill, or cannot provide spill response supplies in sufficient time to accomplish the initial response. If the responsible organization is later identified, and EQ funds or EQ-purchased spill supplies were used for the initial response on behalf of the responsible organization, the Base Civil Engineer, in coordination with the installation comptroller, will determine if the responsible organization must reimburse the EQ account. **(T-1)**

*6.4.1.4. Added. If the cause of the spill cannot be attributed to any organization(s), the installation commander or Base Civil Engineer, in coordination with the installation comptroller, will determine if internal funding realignments will be used to reimburse the EQ account. **(T-1)**

*6.4.1.5. Added. Initial response and short-term recovery activities that can be accomplished using local, in-house, or contract resources to stabilize the site and reduce the spread of contamination can be accomplished with Operations and Maintenance (O&M) funds (non-EQ funds).

*6.4.1.6. Added. On-call contract spill response capability via a contracted spill response company for initial response or short-term recovery shall only be used if no contract support is available without upfront funding. **(T-1)**

*6.4.1.7. Added. Initial response and short-term recovery of pollutant releases will include PFAS-containing AFFF concentrates and mixed foam, including in-building discharges of hangar foam-based fire suppression. **(T-0)**.

*6.4.1.8. Added. For overseas installations, if a release occurs off base, response actions will be coordinated through the in-theater Air Force Headquarters and the DoD Lead Environmental Component in accordance with the country-specific Final Governing Standards (FGS), the Overseas Environmental Baseline Guidance Document (OEBGD) for countries without FGS, or applicable international agreement. **(T-0)**.

*6.4.2. Added. Long-Term Recovery Cleanup and Remediation. Overseas, long-term recovery cleanup or remediation means activities conducted after short-term recovery actions are deemed complete. Within the United States, long term clean-up or remediation means cleaning up to statutorily prescribed action levels (e.g., prescribed under CERCLA/DERP or RCRA) requiring extensive remediation or corrective action to resolve, typically over the course of many months or years.

*6.4.2.1. Added. Within the United States, long-term recovery cleanup actions to address residual contamination, such as planning, site assessments and characterization, and remedial actions, may be funded from the Environmental Restoration Account upon AFCEC/CZ site approval per AFI 32-7020, unless a third party will pay for the cleanup (e.g., the Defense Logistics Agency for capitalized fuels releases).

*6.4.2.2. Added. For overseas installations, any long-term remediation must be conducted in accordance with DoDI 4715.08 and AFI 32-7091. **(T-0)**.

*6.4.3. Added. In the event that any contaminated environmental media is identified prior to or encountered during Sustainment, Restoration, & Modernization (SRM), Nonappropriated Funds (NAF), or Military Construction (MILCON) projects, project funds will be used for cleanup activities as necessary and appropriate. **(T-1)**.

*6.4.4. Added. The Spill Release and Contaminated Media Funding Matrix in Attachment 3 provides additional details regarding applicable fund types associated with specific activities.

*7.2.2.4.1. Added. For this instruction, “AFFF usage, spills, and releases” means accidental causes (i.e., spills, leaks), intentional uses (i.e., to extinguish fires, routine testing of hangar systems), and includes AFFF usage, spills, and releases made to the environment and those contained in a building or on an impervious surface.

*7.2.2.4.2. Added. Installations will report through EASIER and AFCEC will track all AFFF usage, spills, and releases, and report this information to A4CA by 15 October annually, in the format specified in Attachment 4. **(T-0)**. Any adjustments or updates to format or data elements in Attachment 4 will be reflected on eDASH or VEMO and within business rules in the EMS playbook on the CE Portal. **(T-1)**.

*7.2.2.4.3. Added. For all usage, spills, and releases (including AFFF) subject to the “Expedited Reporting to HAF” criteria specified in the EASIER tool user guide, and using a process identified by the Base Civil Engineer, installations will provide expedited reporting in the EASIER tool, directly to

A4CA and SAF/IEE, through the appropriate chain of command, no later than 1200 hours local time the next business day. **(T-0)**. The expedited report will contain data elements from the EASIER tool as directed by HAF. **(T-0)**

*7.2.2.4.4. Added. AFCEC, AFRC, and/or ANGRC will provide follow-up reports to A4CA and SAF/IEE within 24-hours or 1 business day after installations report in EASIER for each usage, spill, or release based on the Expedited Reporting to HAF Criteria specified in the EASIER tool user guide. **(T-1)**.

Attachment 1, References

Added. AFI 32-1020, *Planning and Programming Built Infrastructure Projects*, 18 Dec 2019

Added. AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Other Nonappropriated Fund Instrumentalities (NAFIS)*, 15 Jan 2019

Added. Title 40, Code of Federal Regulations, Parts 260-265, *Subchapter I – Solid Wastes (Continued)*, current edition

Added. Title 40, Code of Federal Regulations, Part 300, *National Oil and Hazardous Substances Pollution Contingency Plan*, current edition

Added. AFI 91-204, *Safety Investigations and Reports*, 27 Apr 2018

Added. AFI 51-307, *Aerospace and Ground Accident Investigations*, 18 Mar 2019

Added. DoDI 6055.07, *Mishap Notification, Investigation, Reporting, and Record Keeping*, 31 Aug 2018

Attachment 1, Abbreviations and Acronyms

Added. **AFFF**—Aqueous Film Forming Foam

Added. **CERCLA**—Comprehensive Environmental Response, Compensation and Liability Act

Added. **DLA**—Defense Logistics Agency

Added. **EQ**—Environmental Quality

Added. **ERA**—Environmental Restoration Account

Added. **FGS**—Final Governing Standards

Added. **FSRM**—Facility Sustainment, Restoration, and Modernization

Added. **IEMP**—Installation Emergency Management Plan

Added. **MILCON**—Military Construction

Added. **NAF**—Nonappropriated Funds

Added. **O&M**—Operations and Maintenance

Added. **OEBGD**—Overseas Environmental Baseline Guidance Document

Added. **RCRA**—Resource Conservation and Recovery Act

Attachment 1, Terms

Added. Initial Response—Those actions to immediately respond to a release to control, contain and mitigate endangerment to human health and the environment. Typically completed within a week of the release. Incident Commander or Installation Commander or Director determines when initial response is complete.

Added. Short-term Recovery—Those recovery activities after the Initial Response necessary to restore the environment to the condition existing prior to the release or to the best available technology can complete within a reasonable time frame (1-3 months). Incident Commander or Installation Commander or Director in coordination with the Recovery Operations Chief determines when the Short-term Recovery activities are complete.

Added. Long-Term Recovery Cleanup—Those cleanup activities that are after the Short-term Recovery, but are required by Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) or Resource Conservation and Recovery Act (RCRA) statute or regulation to clean up to prescribed action levels and will require extended remediation to resolve (typically Long-term Recovery Cleanup activities will last many months or years).

Added. Recovery Operations Chief—

The Recovery Operations Chief must be a subject matter expert in the hazards or activities within the incident site. If it is a hazardous materials incident, the organization or individual that assumes control of the site must be knowledgeable of the hazards and recovery procedures. For example, initiating actions to contain the hazard and clean up the site to restore the area to its condition before the incident. The person in charge of that work should have an environmental engineering background and be familiar with hazardous materials clean-up requirements. If it is an aircraft incident, the recovery operations chief should be familiar with that aircraft or be a member of the interim aircraft mishap investigation team. The Emergency Operations Center Director should select the individual that will be in charge of the site.

***Attachment 3 – Spill Release and Contaminated Media Funding Matrix. Added.**

Table A3.1. Spill Response Funding Matrix.

FUEL / CHEMICAL RELEASE		APPLICABLE FUND TYPE						
Line	Activity	EQ	ERA	SRM	O&M/TWCF/DMAG	MILCON	DLA	OTHER (specify)
1	Fuel/Chemical Spill ¹³ - Initial Response	X ¹			X ¹		X ⁴	X ^{1,7}
2	Fuel/Chemical Spill ¹³ - Short-term Recovery	X ¹			X ¹		X ⁴	X ^{1,7}
3	Fuel/Chemical Spill ¹³ - Long-term Recovery Cleanup	X ¹¹	X ²		X ⁸		X ⁴	X ^{1,7}
4	Fuel/Chemical Spill ¹³ at Nonappropriated Funds facilities				X ⁵			X ⁵
5	FSRM funded project that encounters an area of contamination; known before or discovered during construction. Fuel/Chemical Spill caused by FSRM construction activity.	X ¹¹		X ³	X ³			
6	DLA funded project that encounters an area of contamination known before or discovered during construction. Fuel/Chemical Spill caused by DLA construction activity.				X ⁴		X ⁴	
7	MILCON funded project that encounters an area of contamination; known before or discovered during construction. Fuel/Chemical Spill caused by MILCON construction activity.	X ¹¹			X ⁹	X ⁹		
8	Aircraft mishap spill release Initial Response and Short-term Recovery							X ¹⁰
9	Supplies, Spill Response (EQ Fund Purchased)	X ⁶						
10	Spill Response, On-Call Contractor Fees	X ⁷					X ⁴	
11	Host Nation funded project that encounters an area of contamination; known before or discovered during construction. Fuel/Chemical Spill caused by Host Nation construction activity.	X ¹¹						X ¹²

Notes:

- 1 Organizations responsible for a spill shall make payment for expenses associated with the Initial Response and Short-term Recovery actions. **(T-3)**. In instances where environmental quality (EQ) funds are used for any Initial Response and/or Short-term Recovery actions on behalf of the responsible organization, or spill supplies purchased with EQ funds are used and must be replaced, the Base Civil Engineer, in coordination with the installation comptroller, will determine whether it is advisable to require the responsible organization to make repayment to the EQ Account. **(T-3)**.

- 2 Long-term Recovery cleanups necessary to eliminate a hazard or environmental impact and meet regulatory standards may be eligible for environmental restoration account (ERA) funds upon AFCEC/CZR site approval. ERA funding is for US installations only.
- 3 If a project is funded with the Working Capital Fund, use those funds for spill response activities. See AFI 32-1020, *Planning and Programming Built Infrastructure Projects*.
- 4 Seek Defense Logistics Agency (DLA) fair share funds if applicable. Refer to DLA Energy Environmental Guide for Fuel Facilities at <https://www.dla.mil/Energy/About/Library/Publications/>.
- 5 Refer to AFI 32-1020, Chapter 6, and AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIS)*, Table 4.1. Some spill responses are to be paid by the Installation O&M Fund while some are NAF funded depending on the category of NAF facility.
- 6 SUPPLIES, SPILL RESPONSE: ** EQ Fund Purchased ** Supplies replaced or repayment to EQ Fund if determined to be advisable by Installation Commander or Director and Base Comptroller—considered on a case-by-case basis. Items used to respond to hazardous materials spills in accordance with 40 CFR 260-265 & 40 CFR 300. Supplies include: spill kits, personal protective equipment, absorbent pads, booms, drums, liners, neutralization agents, annual local or state fees required for spill response, and supplies for response training involving CE personnel.
- 7 SPILL RESPONSE, ON-CALL CONTRACTOR: Reimbursement of fees associated with activation of the on-call contracted spill response company to respond to spills as required by an approved Spill Prevention, Control and Countermeasure Plan, Facility Response Plan, or the Installation Emergency Management Plan (IEMP) 10-2. This is for the Initial Response or Short-term Recovery effort. Seek DLA fair share funds if applicable (see **Note 4**).
- 8 Organizations shall make the payment if Long-term Recovery Cleanup is not ERA funds eligible. See AFI 32-7020, *Environmental Restoration Program. (T-1)*.
- 9 See AFI 32-1020.
- 10 Funding for aircraft incident release cleanup is addressed in AFI 91-204, *Safety Investigations and Reports*, AFI 51-307 *Aerospace and Ground Accident Investigations*, and DoDI 6055.07 *Mishap Notification, Investigation, Reporting, and Record Keeping*.
- 11 Overseas remediation approved in accordance with DoDI 4715.08 *Remediation of Environmental Contamination Outside the United States* and AFI 32-7091 *Environmental Management Outside the United States* is funded with EQ funds
- 12 Cleanup or remediation performed by Host Nation.
- 13 Includes AFFF concentrates and mixed foam that contain PFAS.

***Attachment 4 - AFFF Release and Response Reporting Spreadsheet. Added.**

Table A4.1. AFFF Reporting Spreadsheet.

OSD (USD A&S) AFFF Release and Response Reporting								
Installation	Date	Amount of AFFF Concentrate (in gallons) ¹	Amount of Mixed Foam (AFFF concentrate and water ² in gallons)	Type of AFFF ³	Cause of Release (Fire response, fuel spill, accidental release, etc.)	Summary of AFFF usage or spill	Release Notification Made to Environmental Department for on-base (person's name and contact) Include EASIER number from Environmental report.	Release Notifications Made to Supported entity for off-base mutual response (name and contact)

- 1 If the release consists of only AFFF concentrate (not a mixture of foam and water), enter the amount of AFFF concentrate in gallons.
- 2 If the release consists of mixed foam (a mixture of AFFF concentrate and water), enter the amount of mixed foam in gallons.
- 3 Enter the percent concentration of the AFFF released, i.e., 3% or 6%.

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

AIR FORCE INSTRUCTION 32-7001

23 AUGUST 2019



CIVIL ENGINEERING

ENVIRONMENTAL MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Mr. John W. Henderson)

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and AFI 32-7047, 22 January 2015

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This Air Force Instruction (AFI) implements Air Force Policy Directive (AFPD) 32-70, *Environmental Considerations in Air Force Programs and Activities* and AFPD 90-8, *Environment, Safety, and Occupational Health Management and Risk Management*. It formalizes environmental processes consistent with expectations of Executive Order (EO) 13834, *Efficient Federal Operations*. The instruction also clarifies tasks in this AFI as it applies to overseas installations established in Department of Defense Instruction (DoDI) 4715.05, *Environmental Compliance at Installations Outside the United States*. This Instruction establishes the framework for an organizational-level Environmental Management System (EMS) at Headquarters Air Force (HAF), the Air Force Civil Engineer Center (AFCEC), and Air Force (AF) installations. Unless otherwise noted, the guidance and procedures outlined in this Instruction applies to all AF installations and activities located in and outside of the United States (US). This publication applies to the Regular Air Force (RegAF) as well as the Air Force (AF) Reserve Components. It does not apply directly, however, to contingency (e.g., non-enduring) locations outside the US, but is a good source for non-directive information. Additionally, this Instruction applies to the Air National Guard (ANG) and Primary Subordinate Units (PSUs) not located on AF installations. This instruction also applies to Government-Owned, Contractor Operated facilities, Direct Reporting Units, Air Force Reserve (AFR) units/bases, and PSUs, to the extent their activities are not covered by the host installation, organization, or facility's EMS (if any). Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air

Force Records Disposition Schedule located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the 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 be supplemented at any level or component, but all Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Furthermore, while supporting the intent of this Instruction, ANG and Air Force Reserve Command (AFRC) units may prepare an appropriate policy, supplement, guidance, and/or procedural documents reflecting their unique legal status, resources, and structure as circumstances dictate. ANG and AFRC units will route any unique documentation to the OPR of this publication for coordination. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, and T-3”) number following the compliance statement. See Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, 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 requestors immediate commander for non-tiered compliance items. 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 document includes substantial revisions and requires complete review. Major updates include addressing requirements to consolidate and reduce directive publications by incorporating environmental reporting requirements from AFI 32-7047, *Environmental Compliance, Release, and Inspection Reporting* (rescinded); providing revised/updated guidance for conducting the environmental functional inspection consistent with Department of Defense and AF policy directives; updated funding eligibility requirements for ANG cleanup projects; and updating environmental management-specific roles and responsibilities for personnel at all organizational-levels, including ANG and AFRC. Changes add new requirements and references to additional resources available using Microsoft SharePoint (™) sites. AF-specific policy implementation remains in this Instruction; however, additional, and more detailed non-directive guidance and best practices are available for RegAF and AFR units/bases on the AF Civil Engineering Microsoft SharePoint (™) site, eDASH; for ANG on the Virtual Environmental Management Office (VEMO); and in the AF EMS playbook available on the Headquarters, United States Air Force, Directorate of Civil Engineers (AF/A4C) Portal.

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Chapter 1

PROGRAM OVERVIEW

1.1. Purpose. This Instruction provides the requirements and defines the roles of applicable organizations within the Air Force (AF) as they pertain to operating within an Environmental Management System (EMS) framework. It establishes environmental quality program compliance and budgeting for the three key pillars of environmental management (compliance, conservation, and pollution prevention). Finally, this instruction provides installation environmental reporting requirements, to include environmental incidents and spill reporting, and provides the guidance to integrate Department of Defense (DoD) environmental inspection requirements with the AF Inspection process. This Instruction establishes the AF organizational-level EMS, consistent with the International Organization for Standardization (ISO) 14001:2015 standard, *Environmental management systems—Requirements with guidance for use*. It provides implementing guidance for DoDI 4715.17, AFPD 90-8, and AFPD 32-70, to ensure an effective framework for continual program and process improvement applicable to commanders, supervisors and process owners with Air Force mission activities that impact the environment. Clearly defining environmental roles and responsibilities, planning requirements, budgeting, implementation and operation, and management review ensures process improvement.

1.2. Vision. The AF will ensure an effective EMS framework to meet AF environmental obligations and efficient federal operations while achieving the mission in air, space, and cyberspace. The AF expects all Airmen to make protection of the environment a priority and remain focused on minimizing the environmental risk in the execution of the global mission. The AF is committed to the following three priorities, consistent with AFPD 90-8 and AFPD 32-70:

1.2.1. Compliance. Comply with all environmental legal obligations and applicable regulations.

1.2.2. Risk Management. Enhance mission effectiveness; preserve workforce, natural, and manmade resources; prevent pollution; plan, program, budget, and execute programs and projects to meet environmental compliance obligations or implement corrective actions to get back into compliance; minimize environmental risks to AF personnel both on and off the installation; and minimize risk to mission operations and flexibility due to noncompliance or natural resources constraints.

1.2.3. Continual Improvement. Instill a culture that encourages and supports continual improvement of environmental performance; establish objectives and targets to increase conservation of AF natural and cultural assets; and reduce environmental impacts and burdensome regulations.

1.3. Scope. This instruction does not apply to AF environmental cleanup reporting and budgeting in the Continental United States (CONUS), which is under Air Force Instruction (AFI) 32-7020, *The Environmental Restoration Program*. While this AFI does apply to environmental management at our MAJCOMs and enduring installations Outside of the Continental United States (OCONUS), AFI 32-7091, *Environmental Management Outside the United States*, contains more specific environmental requirements, including environmental restoration guidance. Incorporate the AF EMS per this instruction at both CONUS and OCONUS installations.

1.3.1. Each organizational-level EMS (e.g., Air Force Civil Engineer Center, Environmental Management Directorate [AFCEC/CZ], Air National Guard Readiness Center, AF, AFRC, or ANG installations) shall define and document the scope of their EMS on eDASH/VEMO. **(T-1)**.

1.3.1.1. eDASH. eDASH is the AF's (RegAF and AF Reserve unit) online Microsoft SharePoint (™) central repository and information sharing capability which supports the EMS standardization methodology and approach. It is the one-stop source for AF environmental and sustainability program information and actions at all levels.

1.3.1.2. Virtual Environmental Management Office (VEMO). VEMO is the ANG's online Microsoft SharePoint (™) capability that provides the same support for ANG installations as eDASH.

1.3.2. AFCEC/CZ, in concert with MAJCOMs, shall establish RegAF installations as "appropriate" multi-site or installation EMSs (defined in Attachment 1). **(T-1)**. Reserve Component organizations will do the same for ANG installations and AFRC bases. **(T-1)**.

1.3.2.1. The next higher level of command or HAF can exclude sub-ordinate organizations from the scope of the EMS if under different command authority, the primary EMS organization does not provide any environmental support, or the tenant organization is covered under a separate EMS.

1.3.2.2. In instances where AF, ANG, or AFR units and personnel are tenants to a non-AF organization, those personnel will follow the requirements in applicable and enforceable agreements in accordance with AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreement Procedures*. **(T-1)**.

1.3.2.3. Joint Bases, where the AF is the supporting/lead service, will ensure a single EMS with a limited scope which only incorporates those Environmental Quality programs over which the AF has span of control. **(T-1)**.

1.3.2.4. Each multi-site and installation EMS will consult with HAF, AFCEC/CZ, Air Force Reserve Command, Environmental & Asset Accountability Branch (AFRC/A4CA), or the ANG Logistics and Installations Directorate, Asset Management Division, Environmental Branch (NGB/A4V), or as appropriate, on the scope of their EMS. **(T-1)**.

1.3.3. Each multi-site and installation EMS will ensure any organizations outside of the scope are aware of the scope determination. **(T-3)**. If an installation wants to exclude AF tenant organizations (e.g., RegAF, AFR units, ANG), coordinate, approve, and document the exclusion with the host/tenant organization, AFCEC, AFRC, and Air National Guard Readiness Center (ANGRC), as applicable. **(T-1)**.

1.3.4. Installations will use the EMS framework to evaluate and provide access to adequate natural infrastructure, such as air, land, water, flora, and fauna assets, to support mission accomplishment. **(T-1)**. The EMS is used to assess and manage the natural infrastructure to ensure these assets have the capacity to meet current and future mission needs.

Chapter 2

ROLES AND RESPONSIBILITIES

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

2.1.1. Provides overall program vision and direction for all matters pertaining to formulating, reviewing and executing plans, policies, programs, budgets and Air Force positions regarding federal and state legislation or responsibilities assigned in public law, DoD policy, and Executive Orders (EO) related to AF environmental management.

2.1.2. In accordance with HAF Mission Directive (MD) 1-18, *Assistant Secretary of the Air Force (Installations, Environment, and Energy)*, SAF/IE was delegated to provide policy and oversight to implement the environmental requirements. SAF/IE has certified policies issued by the Secretary of the Air Force using AFPD 32-70, AFPD 90-8, and AFI 90-801, *Environment, Safety, and Occupational Health Councils*.

2.2. The Deputy Assistant Secretary of the Air Force for Environment, Safety and Infrastructure (SAF/IEE):

2.2.1. Provides direction and program oversight for all environmental matters pertaining to the formulation, review, execution, and compliance reporting and tracking of environmental plans, policies, budgets, and AF positions regarding federal and state environmental legislation and regulations.

2.2.2. Develops, issues, and tracks environmental performance goals, objectives, and metrics which determine/illustrate the health and effectiveness of the AF, both CONUS and OCONUS, and its ability to support the military mission.

2.2.3. Consults and coordinates with AF/A4C in developing AF environmental strategic objectives and targets.

2.2.4. Collects, analyzes, and reports AF-wide performance information to the Office of the Secretary of Defense (OSD), to include Environmental Management Review performance indicators, enforcement actions, and EO 13834 (and others) objectives and targets.

2.2.5. Coordinates on the development and presentation of the AF Environmental Program Objective Memorandum brief to ensure resource allocation will enable the AF to meet its obligations in accordance with law and policy.

2.2.6. Serves as the principal AF representative for all environmental management issues involving interactions with OSD staff, federal agencies, and Congress, to include maintaining awareness on interactions and agreements made with external environmental organizations.

2.2.7. Interacts and communicate with congressional staffers as the lead for the AF and its environmental programs.

2.2.8. Coordinates and collaborate on the environmental staffer day briefing and preparation.

2.2.9. Establishes procedures for communication with interested external parties.

2.2.10. Coordinates with Assistant Secretary of the Air Force for Acquisition, Technology, and Logistics (SAF/AQ) to develop policy, assign responsibility, and provide direction for

sustainable procurement of goods and services pursuant to EO 13834 and requirements of the DoD Sustainable Procurement Process.

2.2.11. Facilitates the HAF Environment, Safety, and Occupational Health Council (ESOHC) and chair HAF Steering Committee meetings, to include oversight of MAJCOM ESOHCs and consulting on ESOH governance and annual management reviews in accordance with AFPD 90-8 and AFI 90-801.

2.2.12. Supports SAF/IE in its role as the Department of the AF's Senior Sustainability Official, including acting as the primary interface with OSD for sustainability matters and carrying out responsibilities for overseeing the establishment of EO 13834 sustainability performance goals and objectives and approving the Department's sustainability plans.

2.2.13. Serves as the principal AF representative on all compliance-related issues with OSD staff, other federal agencies, and Congress.

2.2.14. Coordinates on any proposed DoD or other federal agency policy issuances.

2.2.15. Reports AF-wide compliance metrics and trends to the HAF ESOHC and OSD as requested.

2.2.16. Reviews and make final Enforcement Action decisions in the event that existing policy is insufficient to allow AF/A4C to make a final decision.

2.2.17. Coordinates AF compliance reporting and tracking procedures within DoD to explore common areas of interest and prevent duplication of effort.

2.2.18. Establishes overarching AF environmental policy/guidance for management systems.

2.2.19. Issues AF policies, in coordination with AF/A4C for all functional areas within HAF Mission Directive (MD) 1-18.

2.3. The Assistant Secretary of the Air Force for Acquisition, Technology, and Logistics (SAF/AQ) will:

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

2.3.2. Incorporate environmental risk management into weapon system engineering and acquisition policy and decision-making. Work with AF/A4C to build links between the AF environmental management framework and weapon system environmental risk management.

2.3.3. Oversee environmental compliance at Government-Owned, Contractor Operated facilities.

2.3.4. Support and incorporate changes to contracting policies, regulations, and procedures that facilitate reduction of environmental impact to include compliance with federal regulations and applicable guidelines.

2.3.5. Provide implementing guidance that implements the DoD and AF Sustainable Procurement Process in a manner that meets or exceeds the requirements of all relevant laws, regulations, EO, and DoD policy.

2.3.6. Monitor/track Sustainable Procurement Process compliance and report status to OSD in coordination with the HAF ESOHC.

2.3.7. Develop guidance on the application of pollution prevention technologies in AF contracts.

2.3.8. Develop guidance on the application and inclusion of sustainable procurement, pollution prevention, and management system language in appropriate contracts.

2.4. The Assistant Secretary of the Air Force for Financial Management and Comptroller (SAF/FM) shall work with SAF/IEE and AF/A4C to:

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

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

2.5. The Assistant Secretary of the Air Force, Directorate of Public Affairs (SAF/PA) communicates AF environmental messages, initiatives, and lessons learned to internal and external audiences including international, national, regional, state, and local audiences, utilizing AF, Air Force Installation and Mission Support Center (AFIMSC), National Guard Bureau, Public Affairs and Strategic Communications (NGB/PA), and installation-level Public Affairs offices.

2.6. The General Counsel of the Department of the Air Force (SAF/GC), through the Deputy General Counsel, Installations, Energy and Environment (SAF/GCN), and The Judge Advocate General (TJAG), through the Air Force Legal Operations Agency, Environmental Law and Litigation Division (AFLOA/JACE) will:

2.6.1. Provide legal advice to SAF/IE and SAF/IEE, concerning environmental laws and other applicable legal requirements, including resolution of Enforcement Action/Host Nation Enforcement Action decisions, settlement of punitive fines and penalties, and determinations on waiver of federal sovereign immunity.

2.6.2. Represent the AF, as identified in Headquarters Air Force Mission Directive 1-14, *General Counsel and TJAG*, on all compliance-related issues involving the General Counsel offices of the Office of the Secretary of Defense or other federal agencies.

2.6.3. Serve as the principal legal adviser to HAF (including SAF/IE and SAF/IEE) on environmental compliance policy, including resolution of discrepancies with DoD policy and Air Force implementation.

2.7. The Headquarters, United States Air Force, Deputy Chief of Staff for Logistics, Engineering, and Force Protection, Directorate of Civil Engineers (AF/A4C) shall:

2.7.1. Maintain the HAF organizational-level Environmental Management System (EMS) to include developing environmental implementation instructions and programmatic guidance for operations worldwide.

2.7.2. Monitor and analyze AF-wide overall environmental performance in relation to natural and built infrastructure to meet mission requirements and promote sound Asset Management. Identify trends, resource requirements, and corrective actions.

2.7.3. Identify the applicable legal and other requirements that the AF adheres and subscribes to as part of its environmental and Asset Management processes.

2.7.4. Develop environmental strategy, goals, objectives, and targets, in consultation with SAF/IEE, on issues with long-term programmatic impacts. Consider AF objectives and lines of effort to ensure support for resilient and right-sized installations and the capabilities outlined in the approved *Civil Engineering Annex* to the AF/A4 Basing and Logistics Flight Plan.

2.7.5. Establish performance indicators and coordinate with other HAF organizations to ensure consideration of environmental aspects not owned by Civil Engineering (e.g., energy use, transportation, maintenance activities, and operational ranges).

2.7.6. Assist SAF/IEE with collecting, analyzing, and reporting Air Force (AF)-wide performance indicators and information, to include OSD Environmental Management Review performance indicators, EO 13834 efficiency objectives and targets, and metrics for recurring HAF Environment, Safety, and Occupational Health Council (ESOHC) and Steering Committee reviews.

2.7.7. Communicate and advocate for environmental funding through the Planning, Programming, Budgeting, and Execution (PPBE) process.

2.7.8. Provide oversight and consultation for the Environmental Quality Program Objective Memorandum and Integrated Priority List.

2.7.8.1. Review and approve the Environmental Quality Programming Guide.

2.7.8.2. Consult on the environmental metrics for the AF Common Output Level Standards and review the resulting impacts on the AF and its environmental programs to finalize the Integrated Priority List.

2.7.8.3. Review and approve centralized environmental information management and technology tool investments.

2.7.8.4. Facilitate and collaborate on the preparation of the budget briefing for the annual environmental Congressional Staffer Day engagement.

2.7.9. Participate in the DoD Environmental Combined Services Steering Committees and working groups.

2.7.10. Coordinate, analyze, and provide resources for environmental performance reporting and compliance tracking. Collaborate with SAF/IEE on recurring Environmental Program Management Reviews.

2.7.11. Participate and provide input to the HAF ESOHC and Steering Committees.

2.7.12. Oversee process to validate and approve environmental education and training requirements through the Civil Engineering Governance Structure and Air Force Learning Committee process.

2.7.13. Ensure the AF facilitates and supports AF Planning Readiness to include reducing the time and cost for compliance with the Title 42 United States Code (USC) Sections 4321-4347 (42 USC §4321-4347), *National Environmental Policy Act*, and the Environmental Impact Analysis Process in accordance with Title 32, Code of Federal Regulations, Part 989 (32 CFR Part 989), *Environmental Impact Analysis Process*, current edition.

2.8. The Headquarters, United States Air Force, Deputy Chief of Staff for Operations (AF/A3) shall:

- 2.8.1. Incorporate environmental and sustainment principles into strategic and mission planning, policies, procedures, and training for range operations.
- 2.8.2. Provide environmental points of contact to serve as the OPR to provide guidance to the MAJCOM and installation AF/A3 environmental coordinators.
- 2.8.3. Ensure AF/A3 personnel with environmental responsibilities receive appropriate education and training.

2.9. The Headquarters, United States Air Force, Deputy Chief of Staff for Logistics, Engineering, & Force Protection, Directorate of Logistics (AF/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 focal points to assist with providing guidance to the MAJCOM and installation regarding logistics maintenance, munitions, hazardous material management and supply activities.
- 2.9.4. Integrate environmental risk management into the sustainment decision-making process.
- 2.9.5. Align responsibilities of this Instruction with Logistics (20-series) AFIs.
- 2.9.6. Ensure AF/A4 personnel with environmental responsibilities receive appropriate education and training.
- 2.9.7. Develop objectives and targets, in coordination with AF/A4C, to address performance improvements related to the aspects of AF/A4L activities which impact the environment, such as weapons/ground maintenance and supply chain management.

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

- 2.10.1. Incorporate environmental requirements and sustainment principles into environmental, safety, and occupational health strategic and mission planning, policies, procedures, and training.
- 2.10.2. Plan, program, and advocate for budget funding for drinking water surveillance, hazardous material and toxic chemical management associated with the protection of worker health.
- 2.10.3. Ensure Surgeon General personnel with environmental responsibilities receive appropriate education and training.

2.11. The Headquarters, United States Air Force, Chief of Safety (AF/SE) shall:

- 2.11.1. Incorporate environmental requirements and sustainment principles into environmental, safety, and occupational health strategic and mission planning, policies, procedures, and training.

2.11.2. Plan for applicable safety and environmental compliance and monitoring requirements to comply with regulations and advocate for projects and equipment through the PPBE process to reduce safety and environmental risks.

2.11.3. Ensure Safety personnel with environmental responsibilities receive appropriate education and training as it relates to safety.

2.12. The Air Force Installation and Mission Support Center (AFIMSC) shall:

2.12.1. Provide leadership, oversight, and execution of RegAF installations and mission support activities.

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

2.12.3. Implement higher HQ investment strategies involving the Environmental Management System (EMS) by consulting with AFCEC/CZ, regarding the achievement of mandated Executive Order (EO) 13834 and other relevant EO, DoD, or AF goals/objectives.

2.12.4. Develop and advocate for the Environmental Quality Program Objective Memorandum (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 budget guidance, requirements, and impacts of budget cuts. Coordinate the Environmental Quality POM with appropriate HAF and AFCEC/CZ program managers.

2.12.5. Publish annual programming and POM processes/procedures or updates based on AFIMSC, HAF, and OSD funding policies/priorities, and ensure POM programming strategy and guidance is executed.

2.12.6. Support appropriate organizations (e.g., AFCEC) in the strategy and engagement for the Program Objective Memorandum planning and programming, to include participating in PEM parades as the focal point for advocating for environmental requirements in the AF PPBE process.

2.12.7. Provide support for delivering AF level information and briefings for annual Environmental POM program reviews with HAF and OSD, SAF/FM Load Sheets, Budget Estimate Submission "J-Book," President's Budget Justification Book (i.e., "J-Book"), Staffer Day preparation, and other PEM duties, as applicable.

2.12.8. Obtain validated and prioritized Environmental Quality requirements from AFCEC/CZ for an Asset Management-based integrated program that ensures compliance with environmental law/regulations, EO, DoD, and AF policies.

2.12.9. Coordinate with appropriate organizations on policy, oversight, POM, and engagement for Environmental Quality programs/requirements.

2.12.10. Provide resource advocacy for environmental restoration outside the US in accordance with AFI 32-7091.

2.12.11. Coordinate with appropriate organizations on policy, oversight, POM, and engagement for environmental restoration outside the US in accordance with AFI 32-7091.

2.12.12. Provide resource advocacy and coordinate with appropriate organizations on oversight, POM, and engagement for the Environmental Impact Analysis Process, and AFI 32-7091.

2.12.13. Communicate AF EMS and environmental requirements, updates, information, and data call requests to RegAF Installation/Wing Commanders.

2.13. The Air Force Civil Engineer Center, Environmental Management Directorate (AFCEC/CZ), as the Primary Subordinate Unit (PSU) to the AFIMSC, shall:

2.13.1. Have centralized responsibility for executing an effective AF EMS and environmental programs in support of RegAF installations. **(T-1)**. This includes providing standardized EMS and program execution procedures to manage all AF EMS organizational-levels, and implementing processes to ensure compliance, reduced risk, and continual improvement.

2.13.2. Support the HAF, AFIMSC, AFCEC, and installation-defined visions, objectives, and targets by maintaining environmental programs under an effective management system and risk management framework in accordance with AFPD 32-70. **(T-1)**. This includes addressing environmental risks by establishing installation or program specific objectives and targets based on enterprise, multi-site, and installation-level prioritized environmental aspects. Also, by documenting objectives, targets, and associated tasks in the eDASH Environmental Action Plan Tool and reviewing at least annually.

2.13.3. Conduct internal and external Environmental Inspection Process (EIP) inspections in accordance with the AF Inspection System. **(T-1)**.

2.13.3.1. Recommend, establish, maintain, and provide updates for environmental compliance Self-Assessment Communicators (SACs) in the Inspector General's Management Internal Control Toolset (MICT) database. **(T-1)**. Coordinate SAC updates with NGB/A4V and communicate changes to installations.

2.13.3.2. Maintain EIP documentation and findings on eDASH/VEMO and document findings in the AF Finding Tracker Tool or ANG Environmental Data Assessment Reporting Tool. **(T-1)**.

2.13.4. Assist in the collection, quality assurance, and analysis of data including environmental performance monitoring and reporting for the DoD and HAF Environment, Safety, and Occupational Health Council (ESOHC) Management Reviews, Defense Environmental Progress Annual Report to Congress, life cycle analysis of AF projects and processes, and natural and built infrastructure sustainability status reporting. **(T-1)**.

2.13.5. Assist AF/A4C, AFIMSC, AFCEC, MAJCOMs, and installations in identifying, developing, and executing Environmental Quality and natural and built infrastructure asset sustainability requirements, to include the review and validation of the Environmental Quality submittal for the POM. **(T-1)**. Manage the development of an Environmental Quality Integrated Priority List 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 (See [Chapter 6](#)). **(T-1)**.

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

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

2.13.9. Analyze and identify trends, and distribute analysis, for AF compliance performance, and through recurring program management reviews, propose corrective actions and lessons learned, as needed. **(T-1)**.

2.13.9.1. Communicate performance and compliance status to SAF/IEE, AF/A4C, and MAJCOMs through recurring management reviews and performance dashboards using eDASH.

2.13.9.2. Provide a comprehensive mid-year and end-of-year management review of DoD and other AF established environmental metrics to AF/A4CA, and a more summarized program review to SAF/IEE as required.

2.13.10. Provide Subject Matter Experts (SMEs) for the US and outside the US AF Environmental Quality and sustainability programs to support the environmental media areas described in AFPD 32-70. **(T-1)**. The SMEs:

2.13.10.1. Have an advisory/integrating role in weapons system pollution prevention and provide review of Joint Capabilities Integration and Development System documents to provide inputs on needed environmental or Natural Infrastructure (NI) capabilities.

2.13.10.2. Provide technical and standardization guidance to develop, write, and coordinate technical criteria, guidance, directives, and doctrine (e.g., playbooks, environmental technical letters) for the AF EMS and its environmental programs, including recommendations for policy implementation guidance.

2.13.10.3. Provide reach back support to installations by participating in activities to solve complex environmental issues. Provide technical guidance and consultation to ensure mission, technical projects, and objectives are met in accordance with AF environmental compliance management directive guidance.

2.13.10.4. Manage and execute reserve and reimbursable accounts (e.g., Forestry Reserve Account).

2.13.10.5. Support SAF/IEE, AF/A4C, and AFCEC's Legislative and Regulatory Engagement Division (AFCEC/CZP) in interfacing with outside agencies and regulators, consulting with government stakeholders and authorized Non-Governmental Organizations, and defending AF operational needs and liabilities.

2.13.10.6. Monitor and analyze federal, state, and local legislative and regulatory proposals to determine impacts to AF and DoD missions.

2.13.10.7. Perform data trend analysis for DoD/AF metrics using the Self-Assessment Communicators in the AF Inspector General's Management Internal Control Tool (MICT) or environmental dashboards on eDASH.

2.13.11. Participate in the AF/A4C Environmental Working Group and support and/or lead chartered panels or working groups. **(T-1)**.

2.13.12. Participate in DoD/HAF steering committees and working groups as subject matter and technical experts. **(T-1)**.

2.13.13. Participate in the AF/A4C education and training process by establishing an Environmental Education and Training Working Group responsible for identifying education and training resources and opportunities for the field. (T-1). Obtain Headquarters, United States Air Force, Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) approval of 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.

2.13.15. Manage the AF-wide standardized and organizational-level EMS as shown in [Attachment 2](#) (T-1).

2.13.15.1. Determine RegAF EMS appropriate facilities and document on eDASH.

2.13.15.2. Ensure established programs achieve AF-defined objectives and targets to reduce environmental impacts from AF aspects.

2.13.15.3. Develop non-directive supplementary guidance (e.g., playbooks), as necessary, to implement this Instruction and equip Airmen with best practices to execute tasks.

2.13.15.4. Develop enterprise-wide AF-level significant environmental aspects to include identifying unique environmental aspects and impacts associated with installation mission activities; document in the Aspect Inventory Tool on eDASH.

2.13.15.5. Analyze the effectiveness of the EMS across the AF utilizing the EMS Effectiveness Dashboard on eDASH.

2.13.15.6. Assist installations in programming, budgeting, and allocating resources to achieve EMS objectives, mitigate significant impacts, and achieve compliance, to include validating installation environmental requirements in the AF-approved project management software.

2.13.15.7. Provide oversight and management of Environmental Inspection Process (EIP) using the AF Finding Tracker Tool on eDASH.

2.13.15.8. Conduct Site Assistance Visits and support the Air Force Inspection System and Environmental Inspection Process, including augmenting the MAJCOM Inspector General's Unit Effectiveness Inspection team. Document findings in the AF Finding Tracker Tool on eDASH.

2.13.15.9. Appoint an AFCEC EMS Subject Matter Specialist, similar to the installation EMS coordinator, to implement/track the AF organizational EMS.

2.13.16. Participate in or support at least an annual HAF, MAJCOM, and installation-level Environment, Safety, and Occupational Health Council Environmental Program Management Review that conveys the effectiveness of environmental programs in the form of performance measurements and/or performance indicators, EMS effectiveness status, and informational briefings. Use eDASH dashboards as appropriate to increase the efficiency of processes to view environmental data. Participate on PSU/MAJCOM environment, safety, and occupational health working groups.

2.13.17. Appoint integrated process teams to support MAJCOM ESOHCs, as necessary.

2.13.18. Coordinate revisions to the Environmental Quality Programming Matrix, Environmental Quality Standard Titles, and Environmental Quality Scoring Guide.

2.13.19. Consult with MAJCOM Acquisition Functions on Sustainable Procurement Process issues and provide appropriate guidance to the installations.

2.13.20. Support AF Planning Readiness by collecting and reporting data on vital environmental parameters that could affect completion of 42 USC §4321-4347, *National Environmental Policy Act*, and basing actions and associated project execution timeframes.

2.13.21. Maintain current Environmental Management System (EMS) standard tools and dashboards on eDASH, including the HAF Dashboard.

2.13.22. Coordinate development and testing of all AF-enterprise wide tools, such as eDASH, with Air National Guard Readiness Center (ANGRC) and Air Force Reserve Command (AFRC), as appropriate.

2.13.23. Assist AFIMSC and AFCEC Operations (AFCEC/CO), as appropriate, to support environmental requirements for installations and operations within and outside the United States. **(T-1)**.

2.13.24. Maintain media program experts and an Intermediate Environmental Function (IEF) capability between the installations and HAF. **(T-1)**. For installations located in the United States, the IEF is an AFCEC/CZ Section (i.e., Installation Support Section [“Section”]), or environmental function established by AFIMSC at Pacific Air Forces Command. For installations outside the United States, the IEF is the environmental function established by AFIMSC at United States Air Force in Europe. NGB/A4V will serve as the liaison between ANG installations and AFCEC or HAF.

2.13.25. Develop, deliver, and host web-based and other environmental education/training courses. **(T-1)**.

2.13.26. Include ANGRC and AFRC in the review/discussion of all environmental AFIs, AFMANs, and other AF publications, and in the sustainment of the EMS and supporting tools.

2.13.27. Act as a conduit for communication between AFCEC/CZ and MAJCOM Environment, Safety, and Occupational Health Councils.

2.13.28. Engage with the environmental health office under the Office of the Surgeon General (AFMSA/SG3PB) to support environmental compliance areas with overlapping/shared responsibilities and to ensure AF/SG participation in the EMS framework at all levels.

2.14. AFIMSC shall provide support to AFCEC/CZ by establishing an Overseas IEF (European division and Pacific division). **(T-1)**. The Overseas IEF will:

2.14.1. 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. **(T-1)**.

2.14.2. Provide direct installation support by initiating new permit applications, writing plans, and completing plan updates and permit renewals. **(T-1)**.

2.14.3. Program, review, evaluate, validate, and execute projects or opportunities. **(T-1)**.

- 2.14.4. Serve as an installation advocate and focal point for execution, addressing regional or Host Nation issues, and leading regional enterprise initiatives. **(T-1)**.
- 2.14.5. Develop, acquire, and oversee contracts within its geographic span of control. **(T-1)**.
- 2.14.6. Provide support to the Pacific Air Forces and US Air Forces in Europe MAJCOM Environment, Safety, and Occupational Health Councils (ESOHCs), as appropriate, in the form of performance measurement dashboards, informational and status briefings, and participation on MAJCOM environment, safety, and occupational health working groups. **(T-1)**. Ensure each MAJCOM ESOHC performs an annual review of the installations' EMS performances. **(T-1)**.
- 2.14.7. Assist installations in overseas locations to comply with applicable international agreements, Geographic Combatant Command, DoD Lead Environmental Component, and AF requirements. **(T-1)**.
- 2.14.8. Oversee execution to ensure the installation's EMS and environmental programs are maintained to achieve stated AF environmental goals and objectives and document this information in the AF Environmental Action Plan Tool on eDASH. **(T-1)**.
- 2.14.9. Conduct Site Assistance Visits in support of Air Force Inspection System and EIP, including augmenting MAJCOM Inspector General Unit Effectiveness Inspection teams. **(T-1)**. Document findings in the AF Finding Tracker Tool on eDASH. **(T-1)**.
- 2.14.10. Provide additional support for installations and operations outside the US. **(T-1)**.
- 2.14.11. Identify and develop POM inputs for natural and built infrastructure asset sustainability requirements eligible for Environmental Quality 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. The Air Force Civil Engineer Center, Operations (AFCEC/CO) shall:

- 2.15.1. Integrate operational controls for activities that have environmental aspects to promote cost-effective planning, design, construction, Operations and Maintenance, repair, replacement, and disposal of the facility infrastructure and ensure that all life-cycle elements of facility programs are incorporated. **(T-1)**.
- 2.15.2. Ensure AFCEC/CO SMEs have an advisory/integrating role in weapon system pollution prevention. **(T-2)**.
- 2.15.3. Participate in cross-functional working groups and chartered HAF Environmental Working Groups and subordinate panels to help identify and develop strategies to achieve mandated environmental objectives and targets. **(T-2)**.
- 2.15.4. Engage with HAF, AFCEC/CZ, MAJCOMs, and installations on achieving goals of Executive Order (EO) 13834.
- 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. **(T-2)**. Includes 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 pollution prevention, Sustainable Procurement Process, Ozone Depleting Substances, Greenhouse Gas refrigerant management issues, and other sustainability requirements, across facility program management. **(T-1)**.

2.15.8. Integrate environmental risk and compliance burden reduction into decision-making processes. **(T-1)**.

2.15.9. Find technical solutions to recurring infrastructure compliance problems and incorporate the appropriate requirements into AF Operations and Maintenance documents. **(T-1)**.

2.15.10. Analyze deficiencies and develop corrective actions for Civil Engineering training and management. **(T-1)**.

2.16. The Air Force Civil Engineer Center, Planning and Integration (AFCEC/CP). AFCEC/CP works with AFCEC/CZ to ensure valid Environmental Quality projects into an overall Integrated Priority List, as appropriate.

2.17. The Air Force Civil Engineer Center, Intermediate Environmental Function (IEF) shall:

2.17.1. Provide direct installation support by programming environmental requirements using AF-approved project management software. **(T-1)**.

2.17.2. Provide direct installation support by initiating new environmental permit or permit renewal applications; assisting with completing new plans or plan updates to meet applicable Environmental Protection Agency (EPA) regulations, or State equivalents, such as 33 USC §7401, *Clean Air Act*, 33 USC §1251-1387, *Clean Water Act*, or 42 USC §6901-6992k, *Resource Conservation and Recovery Act*; and identifying applicable plans, permits, agreements, and consent orders in the eDASH Plans and Permits Tracker. **(T-0)**.

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

2.17.4. Serve as an installation advocate for project execution and initiatives. **(T-2)**.

2.17.5. Develop, acquire, and oversee contracts within the appropriate IEF's geographic span of control, or at the AF programmatic level. **(T-2)**.

2.17.6. Provide support to the MAJCOM ESOHCs in the form of performance measurement dashboards, informational and status briefings, and participation on MAJCOM environment, safety, and occupational health working groups. **(T-1)**.

2.17.7. Assist installations in complying with all applicable federal, state, local, and AF environmental standards. **(T-1)**. Assist installations with the identification and elimination of circumstances that may lead to situations of noncompliance. **(T-1)**. Assist installations in overseas locations with compliance to applicable international agreements, Geographic Combatant Command, Lead Environmental Component, and AF requirements. **(T-1)**.

2.17.8. Support Site Assistance Visits in support of the Air Force Inspection System and EIP in accordance with this Instruction. (T-1).

2.17.9. Request additional environmental training via the Environmental Training Request Tool on eDASH for installations.

2.18. The Headquarters, Air Force Reserve Command, Environmental & Asset Accountability Branch (AFRC/A4CA) shall:

2.18.1. Determine Environmental Management System (EMS) appropriate installations/facilities and document on eDASH.

2.18.2. Provide direct installation support by programming environmental requirements using AF-approved project management software.

2.18.3. Provide direct installation support by assisting Air Force Reserve (AFR) units with their permit or permit renewal applications and assist with completing new plans or plan updates to meet the myriad of applicable EPA regulations, or State equivalents, such as 33 USC §7401, *Clean Air Act*, 33 USC §1251-1387, *Clean Water Act*, or 42 USC §6901-6992k, *Resource Conservation and Recovery Act*. (T-0).

2.18.4. Work with AFR units to program, review, evaluate, validate, and execute projects to ensure environmental compliance, protect the natural infrastructure, or implement pollution prevention opportunities.

2.18.5. Serve as an installation advocate and/or OPR for execution, addressing reserve component issues, and leading AFRC enterprise initiatives.

2.18.6. Develop, acquire, and oversee contracts within AFRC.

2.18.7. Work with AFCEC to provide support to AFR installations' Environment, Safety, and Occupational Health Councils (ESOHCs), in the form of performance measurement dashboards, informational and status briefings, and participation on MAJCOM environment, safety, and occupational health working groups.

2.18.8. Identify and assist installations in complying with all applicable federal, state, local, and AF environmental standards, including helping installations identify and eliminate circumstances that may lead to situations of noncompliance.

2.18.9. Conduct Site Assistance Visits in support of Air Force Inspection System and Environmental Inspection Process, including supplementing MAJCOM Inspector General Unit Effectiveness Inspection teams. (T-1). Document findings in the AF Finding Tracker Tool on eDASH.

2.18.10. Work with AFCEC where applicable on all AF wide contracts, initiatives, data-calls, etc.

2.18.11. Participate in the AF/A4C Environmental Shared Sub-Table and appropriate chartered panels and/or working groups to represent AFRC interests.

2.19. The Air National Guard Readiness Center (ANGRC), shall:

2.19.1. Provide program guidance and manage the ANG organizational/multi-site EMS and its environmental programs to ensure compliance, reduce risk, and continual improvement.

2.19.2. Ensure Environmental Inspection Process (EIP) self-inspections are completed in accordance with the AF Inspection System. Provide oversight and management of the ANG EIP using the ANG Environmental Data Assessment Reporting Tool.

2.20. The Air National Guard Logistics and Installation Directorate, Asset Management Division, Environmental Branch (NGB/A4V) shall:

2.20.1. Determine ANG Environmental Management System (EMS) appropriate facilities and document on Virtual Environmental Management Office (VEMO).

2.20.2. Serve as the liaison between ANG installations and AFCEC or HAF.

2.20.3. Provide SMEs for ANG installations Environmental Quality and sustainability programs. ANGRC environmental SMEs shall:

2.20.3.1. Assist AFCEC SMEs when developing technical and standardization guidance to ensure they account for ANG capabilities and resources while supporting the ANG and AF EMS.

2.20.3.2. Provide reach back support to ANG installations by participating in activities/initiatives to resolve complex environmental issues. Provide technical guidance and consultation to ensure mission, technical initiatives, and objectives are met.

2.20.3.3. Support SAF/IEE, AF/A4C, or AFCEC/CZP in interfacing with outside agencies and regulators (as it relates to ANG unique authorities and capabilities), consulting with government stakeholders and authorized Non-Governmental Organizations, and defending ANG operational needs and liabilities.

2.20.3.4. Participate in and/or support the AF/A4C Environmental Working Group and appropriate chartered subordinate panels where ANG interests are represented.

2.20.3.5. Participate in DoD, HAF, and AFCEC working groups, as appropriate.

2.20.3.6. Perform data trend analysis and review of Self-Assessment Communicator (SAC) checklists.

2.20.3.7. Participate in the AFCEC/CZ environmental education and training process by identifying ANG unique education and training requirements.

2.20.3.8. Assist AFCEC/CZ in the development of revisions to the Environmental Quality Programming Guide, Environmental Quality Standard Titles, and Environmental Quality Scoring Model to ensure ANG interests, capabilities, and resources are addressed.

2.20.4. Program, budget, and allocate resources to achieve ANG EMS objectives, mitigate significant impacts, achieve compliance, and validate and submit ANGRC and ANG installation environmental requirements using the ANG Environmental Programming Execution Tool.

2.20.5. Provide direct installation support by ensuring environmental requirements are programmed using the ANG Environmental Programming Execution Tool.

2.20.6. Program, review, evaluate, validate, and execute ANG centralized projects to ensure environmental compliance, protect natural infrastructure, or implement pollution prevention opportunities, when centrally managed projects are beneficial to the ANG.

- 2.20.7. Provide support to the ANG Environment, Safety, and Occupational Health Council (ESOHC) in the form of ANG EMS management review, performance measurement dashboards, informational and status briefings, and participation on environment, safety, and occupational health working groups. Ensure ESOHC performs an annual review of the ANG EMS performance.
- 2.20.8. Identify federal requirements and assist ANG installations in complying with all applicable federal, state, local, and AF environmental standards.
- 2.20.9. Review new environmental permit applications (or similar requirements) and/or provide permit renewal applicability support and quality assurance.
- 2.20.10. Assist ANG organizations in developing and complying with support agreements and similar support type documents (e.g., Memorandums of Understanding, Memorandums of Agreement, etc.) to ensure ANG interests, resources, and capabilities are addressed.
- 2.20.11. Assist ANG tenant organizations to ensure host installations provide the identified support within the applicable support document.
- 2.20.12. Assign environmental functionals to provide the first level of support for ANG installations, including participation in the Accessible Knowledge for Sustainable Resources process for all ANG inquiries.
- 2.20.13. Coordinate with ANG installations when DoD and AF directives request support, information, and/or data from ANG installations to assist in meeting DoD and AF requirements that require ANG participation.
- 2.20.14. Ensure ANGR environmental functionals establish, document, and maintain the ANG Enterprise Aspect Inventory.
- 2.20.15. Develop ANG objectives and assign targets as needed to installations in order to support target implementation and achieve the objective.
- 2.20.15.1. Regularly review ANG objectives and targets and monitor ANG environmental performance.
 - 2.20.15.2. Evaluate ANG proposed objectives and targets against the pollution prevention hierarchy and monitor installation targets that support ANG objectives and targets.
 - 2.20.15.3. Review and monitor objectives and targets at Cross-Functional Team meetings in order to provide input on ANG strategic vision, goals, and objectives for consideration during the investment planning process.
- 2.20.16. Conduct Site Assistance Visits in support of Air Force Inspection System and Environmental Inspection Process, including supplementing the Gaining MAJCOM (GMAJCOM) Inspector General Unit Effectiveness Inspection team. Document findings in the ANG Environmental Data Assessment Reporting Tool.
- 2.20.17. Maintain current EMS and standardized tools on VEMO.
- 2.20.18. Participate in the development of AF environmental publications that apply to ANG organizations.
- 2.20.19. Fulfill the roles and responsibilities of the Intermediate Environmental Function (IEF) for ANG installations.

2.20.20. Identify and report environmental compliance status, trends, and results to the ANG ESOHC and during the annual HAF EMS Management Review.

2.20.21. Analyze regulatory environmental compliance data and other environmental information for ANG installations.

2.21. The Headquarters, Air Education Training Command shall:

2.21.1. Incorporate AF/A1-approved environmental training requirements and AFCEC subject matter expertise into its basic training, Professional Military Education, and technical training programs, as appropriate.

2.21.2. 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 ESOHC Chair (includes ANGRC and AFRC; unless explicitly identified, Air National Guard Readiness Center (ANGRC) will fulfill the role of the MAJCOM for the ANG) shall:

2.22.1. Receive updates from AFCEC/CZ on the status of their installations' EMS. (**Note:** ANGRC/CC receives updates from NGB/A4V, unless AFCEC/CZ receives a request to provide additional updates.).

2.22.2. Provide direction to Installation Commanders (i.e., ESOHC Chairs) to fulfill EMS responsibilities. This includes, but is not limited to:

2.22.2.1. Use reporting and analysis tools developed by AFCEC/CZ or NGB/A4V on eDASH/VEMO as monitoring and measurement tools to view the status of installations' EMSs and evaluate environmental risk.

2.22.2.2. Coordinate with the MAJCOM or GMAJCOM Inspector General to ensure environmental inspection requirements are accomplished during the on-site inspection in accordance with AF Inspection System.

2.22.2.3. Complete at least annually, with AFCEC/CZ, a review of the installations' EMS performance during the annual Environmental Program Management Review (e.g., EMS Management Review) (except for ANG; NGB/A4V provides ANG updates on individual and overall ANG EMS conformance during Environment, Safety, and Occupational Health Council meetings).

2.23. The MAJCOM Bioenvironmental Engineering shall:

2.23.1. Assist installations in resolving AF drinking water violations and other potential health risk issues associated with 42 USC §300f-300j-26, *Safe Drinking Water Act*.

2.23.2. Assist installations in identifying and eliminating circumstances that may lead to 42 USC §300f-300j-26, *Safe Drinking Water Act*, situations of noncompliance.

2.23.3. Notify the Air Force Medical Bioenvironmental Engineering Division of noncompliance situations based on potable water quality sampling at installation level within one business day of being notified by the installation Bioenvironmental Engineer or other installation authority.

2.23.4. Coordinate with the Air Force Medical Operational Prevention Division to ensure drinking water surveillance associated with the protection of public health is planned, programmed, and budgeted and required reporting is appropriate and timely.

2.23.5. Support, review, and validate 42 USC §300f-300j-26, *Safe Drinking Water Act*, responses to higher headquarters data calls (e.g., OSD, Defense Environmental Programs Annual Report to Congress).

2.24. The Installation/Center Commander (or appropriate organizational-level) shall:

2.24.1. Ensure the installation complies with all applicable DoD, Defense Health Agency, AF, and ANG policies and instructions; and federal, state, and local environmental laws, regulations, and standards as required by DoDI 4715.06, *Environmental Compliance in the United States*. **(T-0)**. Installations overseas must comply with applicable overseas policies and requirements, including the provisions of DoDI 4715.05; standards in country-specific Final Governing Standards or DoD 4715.05-G, *Overseas Environmental Baseline Guidance Document*, whichever applies; AFI 32-7091; and the obligations of any binding international agreements. **(T-0)**.

2.24.2. Sign all formal environmental regulatory agreements and permits on behalf of the installation as required by the above-mentioned standards. **(T-0)**.

2.24.3. Establish a multi-site or installation-level Environmental Management System (EMS) in accordance with DoDI 4715.17, *Environmental Management Systems*, and AFPD 90-8. **(T-0)**. **(Note:** ANG installations must also conform to the ANG organizational-level multi-site EMS.). The EMS will:

2.24.3.1. Establish, maintain, and communicate an installation-level environmental commitment statement (e.g., visual aid, memorandum, etc.), supporting DoDI 4715.17, AFPD 90-8, and this Instruction. **(T-0)**.

2.24.3.2. Identify, capture, prioritize and address environmental aspects and impacts of installation mission activities to meet key EMS element prescribed by DoDI 4715.17 and AFPD 90-8. **(T-0)**. ANG installations support the ANGRC in establishing the ANG Enterprise Aspect Inventory, as needed.

2.24.3.3. Identify applicable legal and other requirements, including state and local regulations. **(T-0)**. Maintain these requirements on eDASH/VEMO. **(T-1)**.

2.24.3.4. Develop installation objectives and targets to improve environmental performance and minimize environmental risks, a key EMS element to meet DoDI 4715.17. **(T-0)**. Document, maintain, and annually review objectives and targets in the AF Environmental Action Plan tool on eDASH. **(T-1)**. ANG installations must support and implement their ANG objectives and targets assigned from ANGRC. **(T-2)**. ANG installations should develop installation specific targets that support ANG objectives and targets.

2.24.3.5. Implement operational controls and improvements for activities that could cause significant environmental impact, another key EMS element to meet DoDI 4715.17. **(T-0)**.

2.24.3.6. Ensure education and training for employees (including contractor personnel), as required by legal requirements, DoD, AF, ANGRC, or local policies. **(T-0)**.

2.24.3.7. Ensure performance of internal Environmental Inspection Process (EIP) self-inspections in accordance with the AF Inspection System. **(T-0)**.

2.24.3.8. Conduct annual EMS Management Reviews for the installation Environment, Safety, and Occupational Health Council (ESOHC) to ensure adequacy and effectiveness of the EMS in order to ensure EMS conformance in accordance with DoDI 4715.17. **(T-0)**.

2.24.3.9. Provide resources to maintain EMS conformance. **(T-3)**.

2.24.3.10. Provide environmental performance reports to AFCEC or ANGRC. **(T-1)**.

2.24.3.11. Maintain EMS best practices/procedures/supplements on eDASH/VEMO. **(Note:** This does not replace AF Records Information Management System recordkeeping requirements). **(T-3)**.

2.24.3.11.1. ANG installations will supplement, maintain, and annually review each ANGRC EMS procedure. **(T-2)**.

2.24.3.11.2. Supplement procedures reflect installation specific business practices that implement each EMS element.

2.24.3.12. Utilize AFCEC or ANGRC-approved tools for EMS maintenance and continual improvement. **(T-1)**.

2.24.4. Ensure the establishment of an installation-wide Cross-Functional Team (CFT) and CFT chair in accordance with DoDI 4715.17. **(T-0)**.

2.24.5. Ensure organizational and/or squadron commanders appoint primary and alternate Unit Environmental Coordinators (UECs) and CFT members as appropriate. **(T-3)**. The UECs and CFT participate in CFT meetings as requested.

2.24.6. Approve all Environmental Management Plans as required by DoD/AF policy or regulations. **(T-1)**. The approval can be provided as a signature or as documented in ESOHC meeting minutes, unless otherwise specified by regulation or DoD policy.

2.24.7. Establish and maintain the environmental media area programs within Civil Engineering described in AFPD 32-70 to consider media-specific impacts related to Air Force activities and achieve compliance with applicable environmental requirements. **(T-1)**. AF/A4C will issue an Air Force Manual on Environmental Compliance and Pollution Prevention with more detailed guidance for establishing, operating and sustaining these program areas.

2.24.8. Establish and maintain environmental conservation programs within Civil Engineering described in AFPD 32-70 to protect important natural and cultural resources, ensure environmental stewardship, and support effective Air Force mission operations with minimum encroachment. **(T-1)**. AF/A4C will issue an Air Force Manual on Environmental Conservation with more detailed guidance for establishing, operating, and sustaining these program areas.

2.24.9. Establish installation or center procedures for communication with appropriate external parties, including Native American tribes (as described in AFI 90-2002, *Interactions with Federally- Recognized Tribes*). **(T-1)**.

2.25. The Installation Environment, Safety, and Occupational Health Council (ESOHC) shall:

2.25.1. Facilitate the senior management review using guidance in this Instruction and other sources, to determine the adequacy, suitability, and effectiveness of the installation Environmental Management System (EMS) in accordance with DoDI 4715.17. **(T-0)**. The senior management review is equivalent to the Environmental Program Management Review required by AFI 90-801.

2.25.2. Provide senior leadership input and direction for EMS continual improvement. **(T-3)**.

2.25.3. Appoint a Cross-Functional team (CFT) to maximize the use of and to maintain the EMS as appropriate, in accordance with DoDI 4715.17. **(T-0)**. The CFT can be combined with other working groups (e.g., Hazardous Materials Management Program Team), as needed.

2.25.4. Appoint a CFT Chair, who must be no lower than a deputy group commander/director or equivalent position. **(T-3)**. The CFT chair determines membership and specifies members required to attend.

2.25.5. Appoint an Installation EMS Coordinator. **(T-1)**. The lead for the Environmental Element under the Base Civil Engineer is the appropriate appointment unless delegated otherwise by the ESOHC chair.

2.25.6. Assign CFT responsibilities in writing, document the appointments on eDASH/VEMO, and ensure appointee designation is current. **(T-3)**.

2.26. The Installation Cross-Functional Team (CFT) Chair shall:

2.26.1. Represent management to ensure the development of compliance and pollution prevention requirements using Environmental Action Plans, the implementation and maintenance of the requirements within the EMS framework, and reflect the direction of the ESOHC. **(T-1)**.

2.26.2. Report to the ESOHC on the performance and progress of the EMS, including recommendations for improvement. **(T-1)**.

2.26.3. Facilitate and support the annual management review process, or as delegated. **(T-1)**.

2.26.4. Determine CFT membership and specify which members must attend meetings. **(T-1)**.

2.26.5. Facilitate quarterly CFT meetings in conjunction with the EMS Coordinator. **(T-1)**.

2.26.6. Review and approve the installation aspect inventory at least annually. **(T-1)**.

2.26.7. Involve the Civil Engineering Emergency Management element when appropriate, to ensure element of emergency response planning in accordance with AFI 10-2501, *Air Force Emergency Management Program*, supports the EMS. **(T-1)**.

2.27. The Installation EMS Coordinator shall:

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

2.27.2. Highlight EMS Best Management Practices at CFT meetings. **(T-1)**.

2.27.3. Provide day-to-day support to the CFT and Team Chair. **(T-1)**.

2.27.4. Function as the recorder for the CFT. **(T-1)**.

2.27.5. Assist with management review (e.g., ESOHC) and Environmental Inspection Process. **(T-1)**.

- 2.27.6. Provide EMS-related issues to the CFT Chair for inclusion in the ESOHC agenda. **(T-1)**.
- 2.27.7. Identify resource requirements and communicate requirements to the Intermediate Environmental Function (IEF) for programming, or in the case of ANG installations, program and communicate requirements to the Air National Guard Readiness Center (ANGRC). **(T-1)**.
- 2.27.8. Coordinate with the IEF, ANGRC, or AFRC EMS Program Manager and Environmental SMEs on data calls, as appropriate. **(T-1)**.
- 2.27.9. Review and update the installation EMS procedures/supplements on eDASH/VEMO at least annually in accordance with this Instruction. **(T-1)**.
- 2.27.10. Maintain current EMS documentation on eDASH/VEMO. **(Note:** This does not replace AF Records Information Management System recordkeeping requirements). **(T-1)**.
- 2.27.11. Attend EMS training from the Air Force Institute of Technology or other equivalent on-line training provided by AFCEC/CZ or ANGRC (reference eDASH's Education, Training, and Awareness page which has information on Air Force Institute of Technology classes, AFCEC/CZ online training courses, etc.). **(T-1)**.
- 2.27.12. For RegAF and AFR units/bases, the EMS Coordinator shall be the chief of the Civil Engineering, Installation Management, Environmental Element. For ANG, the Federal Environmental Manager shall be the EMS Coordinator unless otherwise appointed in accordance with this Instruction. **(T-1)**.

2.28. The Installation CFT shall:

- 2.28.1. Support the ESOHC by implementing, establishing, and maintaining an EMS that conforms to the requirements of this Instruction and DoDI 4715.17. **(T-0)**. Similarly, ANG installations must also conform to the ANG EMS. **(T-0)**. The CFT may work with other established working groups such as the Installation Facilities Board and Installation Encroachment Committee depending on EMS objectives.
- 2.28.2. Meet quarterly to plan management reviews and provide organizations' input on environmental issues to the CFT membership. **(T-3)**. ANG installations with less than 200 full-time personnel may adjust the frequency of meetings based on available resources through coordination and concurrence with the ANG ESOHC.
- 2.28.3. Develop and update a prioritized listing of environmental aspects and impacts on eDASH/VEMO at least annually or as activities, products, and/or services change to ensure EMS conformance in accordance with DoDI 4715.17. **(T-0)**. Utilize the standardized list of AFCEC or ANGRC environmental aspects on eDASH/VEMO.
- 2.28.4. Develop installation-level Environmental Action Plans (EAPs), including objectives and targets, for identified aspects to improve, eliminate, or decrease impacts (as determined by the CFT). **(T-1)**. Installations may identify additional installation-specific objectives and targets to manage lower priority environmental aspects, or to implement required mitigation actions from Environmental Impact Statements and Environmental Assessments.
- 2.28.4.1. Implement AF environmental objectives and targets per the AF and ANG programmatic EAPs on eDASH/VEMO. **(T-1)**.

2.28.4.2. ANG installations will develop installation targets to supplement ANG and AF objectives and support ANG environmental aspects. **(T-3)**.

2.28.5. Identify resource requirements (manpower, equipment, training, project funds, etc.) to address environmental aspects using eDASH/VEMO tools and the Environmental Planning, Programming, Budgeting, and Execution (PPBE) process described in Chapter 6. **(T-3)**. Environmental Quality funds under Civil Engineering Operations and Maintenance funds or other non-environmental funded sources should be explored.

2.28.5.1. Review and approve objectives and targets and monitor performance at least annually. Evaluate organizational-level proposed objectives and targets against the pollution prevention hierarchy. Review and monitor EAPs at CFT meetings. Provide input on installation strategic vision, goals, and objectives for consideration during the investment planning process. **(T-2)**.

2.28.5.2. Participate in and provide updates to Activity Management Plans and Base Comprehensive Asset Management Plan development. Incorporate pollution prevention targets and objectives developed by other working groups into the EAPs. **(T-3)**.

2.28.6. Develop and maintain installation EMS procedures/supplements to AF and ANGRC policies and procedures on eDASH/VEMO, as required, and review annually. **(T-3)**.

2.28.7. Maintain EMS documentation on eDASH/VEMO to ensure EMS conformance in accordance with DoDI 4715.17. **(T-0)**.

2.28.8. Ensure adequate operational controls are documented (e.g., eDASH, VEMO, Environmental Management Plans [EMPs]) and implemented to minimize impacts and manage aspects and meet legal and other requirements. **(T-3)**.

2.28.9. Review the status of all Environmental Management Plans on behalf of the ESOHC at least annually as part of the annual Management Review process. **(T-1)**. Only major revisions require coordination by the ESOHC and approval by the Installation Commander, and/or in accordance with host installation procedures. **(T-3)**. Unless restricted by DoD policy or regulatory requirements, minutes of the ESOHC meeting can be used to document coordination/approval of the ESOHC without need for actual signature(s).

2.28.10. Identify EMS and other environmental training requirements. **(T-1)**.

2.28.10.1. ANG installations must develop an environmental training matrix that identifies the requirement, personnel affected, frequency, and training material. **(T-1)**.

2.28.10.2. ANG installations must document all training accomplished, to include rosters and training material if provided by the installation. **(T-1)**.

2.28.11. Review adequacy of the installation environmental commitment statement in support of the AF Environmental Policy (AFPD 90-8 and this Instruction), and recommend changes, at least annually. **(T-1)**.

2.29. Organization and/or Squadron Commanders/Directors shall:

2.29.1. Ensure environmental compliance within the organization. **(T-3)**.

2.29.2. Support AF programmatic, installation, and organizational-specific EMS objectives and targets managed within the installation EMS. **(T-3)**.

2.29.3. Appoint CFT members and UECs, in writing, and ensure appointee designations are current. Ensure UECs attend and participate in CFT meetings, as requested. **(T-1)**.

2.29.4. Implement corrective and preventive actions for identified environmental discrepancies in accordance with DoDI 4715.06 (DoDI 4715.05 for overseas bases). **(T-0)**.

2.29.5. Ensure organizational personnel know the environmental requirements and impacts 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 and/or VEMO's Training, Competence, and Awareness EMS element page). **(T-3)**.

2.29.6. Ensure UECs maintain continuity binders to ensure successful turnover of documentation to new UECs. **(T-3)**.

2.29.7. Report progress and closure of environmental/EMS deficiencies to Civil Engineering, Installation Management Flight, Environmental Function, or ANG Installation Environmental Management Office. **(T-1)**.

2.30. Unit Environmental Coordinators (UECs) shall:

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

2.30.2. Attend Cross-Functional Team (CFT) and other working group meetings as requested.

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

2.30.4. Manage and monitor the EMS requirements for the unit, including providing any information required for installation environmental and sustainability performance indicators. **(T-3)**.

2.30.5. Participate and support EMS and environmental compliance inspections. **(T-3)**. Assist with developing corrective actions to address identified findings. **(T-3)**.

2.30.6. Attend UEC training. **(T-3)**. UEC training is required and available from the Air Force Institute of Technology, AFCEC/CZ, or other resources as provided by the installation. See the Education, Training, and Awareness pages on eDASH/VEMO for additional information.

2.30.7. Maintain continuity binder to ensure successful turnover of documentation to new UECs. **(T-3)**.

2.31. The Civil Engineering-Installation Management Flight, Environmental Element, and ANG Installation Environmental Management Office (EMO) shall:

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

2.31.2. Serve as the EMS Coordinator, unless otherwise delegated by the ESOHC Chair. **(T-1)**.

2.31.3. Serve as a member of the CFT. **(T-1)**.

2.31.4. Provide information for higher headquarters data calls, which involves entering data in official AF databases (e.g., Enterprise Environmental, Safety, and Occupational Health-Management Information System, eDASH/VEMO, etc.). **(T-1)**.

2.31.5. Manage Environmental Quality programs locally and in accordance with AFPD 32-70 to ensure installations comply with all applicable laws, regulations, and other requirements. **(T-0)**.

2.31.5.1. Ensure a process is in place for conducting timely reviews of new and emerging state, regional, and local requirements. **(T-1)**.

2.31.5.2. 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. **(T-1)**.

2.31.5.3. Obtain direct support from the AFCEC/CZ or Air National Guard Readiness Center (ANGRC) for PPBE requirements, interpretation of technical and policy guidance, addressing compliance issues, writing/updating Environmental Quality required plans, and obtaining/renewing Environmental Quality permits.

2.31.5.4. In situations where the host installation does not take the lead, an agreed-upon decision approved by both parties identifies responsibilities for managing all environmental requirements. See AFI 25-201.

2.31.5.5. ANG installations must contact the ANGRRC environmental management function and SMEs prior to contacting AFCEC for environmental compliance support. **(T-2)**.

2.31.6. Support management of the ESOHC with installation environment, safety, and occupational health functional offices in accordance with AFI 90-801. **(T-1)**.

2.31.7. Coordinate and plan internal Environmental Inspection Process (EIP) self-inspections in accordance with the AF Inspection System. Track findings to closure using the AF Finding Tracker Tool and ANG Environmental Data Assessment Reporting Tool. **(T-0)**.

2.31.8. Provide the ESOHC with a briefing on inspection findings and identify findings requiring senior leadership action. **(T-1)**.

2.31.9. Serve as liaison with external stakeholders on installation environmental issues that may also require coordination with installation/state Public Affairs and/or Staff Judge Advocate (SJA). **(T-1)**.

2.31.10. Notify the Installation Commander, installation SJA, AFCEC IEF, and/or ANGRRC of any written notices of noncompliance from regulatory agencies and if the noncompliance is an Enforcement Action/Host Nation Enforcement Action in accordance with this Instruction. **(T-1)**.

2.31.11. Coordinate with installation Contracting Officer (or state Contracting Officer for ANG) to ensure appropriate environmental requirements are included in contracts and communicated to contractors having the potential to impact the environment. **(T-3)**. ANG installations will develop, maintain, and provide environmental requirements and guidance for contractors working on ANG installations. **(T-2)**.

2.31.12. Support installation Contracting Organization in implementing the Sustainable Procurement Process consistent with DoDI 4105.72, *Procurement of Sustainable Goods and Services*, other AF policy and strategies. **(T-2)**.

2.31.13. Designate a primary and alternate System Authorization Access Request Administrator to manage system access privileges for the Enterprise Environmental, Safety, and Occupational Health-Management Information System. **(T-1)**. (**Note:** Due to organizational differences, ANG Environmental Management Offices may perform this responsibility if not located within the Civil Engineering Squadron).

2.31.14. Develop and maintain installation environmental program procedures/supplements to AF and ANGRC policies and procedures on eDASH/VEMO, as required, and review annually. **(T-3)**.

2.32. Installation or State Staff Judge Advocate (SJA) shall:

2.32.1. Provide legal advice to the Installation Commander, Environmental Element, Environmental Management Office, and any other installation personnel on compliance with relevant environmental laws. Request support from the Regional Counsel Office (RCO), AFLOA/JACE-Field Support Center, Environmental Liaison Officers, Utility Law Field Support Center, and/or NGB Judge Advocate (NGB/JA), as needed. **(T-3)**.

2.32.2. Participate in installation CFT meetings to provide legal advice and direction. **(T-3)**.

2.32.3. Participate, as needed, in the internal inspection process. Review findings for accuracy. **(T-3)**.

2.32.4. Coordinate with the Regional Counsel Office (RCO), AFLOA/JACE, and/or NGB/JA on all compliance agreements/orders and other dispute resolution issues. **(T-1)**.

2.33. Installation Contracting Office or NGB/Joint Force HQ Contracting Officer for ANG shall:

2.33.1. Include appropriate installation-specific EMS requirements and contract clauses, such as DoD Federal Acquisition Regulation (FAR) 52.223-19, *Compliance with Environmental Management Systems*, into contracts with potential to negatively impact the environment, after consultation with the Base Civil Engineering, Bioenvironmental Engineering, SJA, and other installation offices. **(T-0)**.

2.33.2. Ensure contracts require contractor employees to receive EMS awareness and other appropriate environmental training and ensure proof of completion available to the contracting officer. **(T-1)**.

2.33.3. Designate an individual as the contracting representative on the CFT. **(T-3)**.

2.33.4. Support installation Sustainable Procurement Process per DoD policy (DoDI 4105.72) and strategy. **(T-0)**.

2.33.5. Communicate applicable environmental and EMS procedures and requirements to suppliers and service providers, including contractors, in accordance with DoD FAR 52.223-5, *Pollution Prevention, and Right-to-Know Information*. **(T-0)**.

2.33.5.1. Ensure contractors receive the environmental requirements package/documentation developed by the ANG installation Environmental Management Office and contact information, including the primary installation environmental point of contact. **(T-3)**.

2.34. Installation Public Affairs (PA) or NGB/Joint Force HQ shall:

2.34.1. Support the installation EMS as liaison between the installation and external communities by assisting with procedures for communicating environmental aspects of the installation's EMS and environmental programs, and input for media publications. **(T-3)**.

2.34.2. Fulfill the environmental responsibilities in AFI 35-108, *Environmental Public Affairs*, and notify the installation environmental function of any changes and/or updates to the Instruction. **(T-3)**.

2.34.3. Designate an individual as the Public Affairs representative on the CFT. **(T-3)**.

Chapter 3

LEADERSHIP COMMITMENT

3.1. Environmental Policy and Commitment Statement.

3.1.1. AFPD 90-8 is the environmental, safety, and occupational health policy for the Air Force (AF). All persons working for, or on behalf of, the AF must be aware of this policy. **(T-1)**.

3.1.2. Each multi-site and installation Environmental Management System (EMS) shall develop an environmental commitment statement (e.g., visual aid or memorandum) to indicate leadership support in accordance with DoD 4715.17, including specific mission requirements and regional/local environmental concerns and commitments to continual improvement, pollution prevention, compliance with relevant environmental laws and regulations, Executive Order, and DoD and AF policy. **(T-0)**. The statement shall be:

3.1.2.1. Documented on the installation eDASH or ANG Virtual Environmental Management Office (VEMO) site. **(T-1)**.

3.1.2.2. Communicated to and understood by all persons working for, or on behalf of the installation. **(T-1)**.

3.1.2.3. Made available to the public upon request. **(T-3)**.

3.1.2.4. Reviewed by the Cross-Functional Team and Environment, Safety, and Occupational Health Council (ESOHC) at least annually and updated as needed. **(T-1)**. Document annual reviews on eDASH/VEMO (e.g., minutes, tools, supplements). **(T-1)**.

3.1.3. Each multi-site and installation EMS will supplement this instruction or ANG procedures using eDASH/VEMO to clarify and document organization-specific processes related to communicating AFPD 90-8 and the installation's environmental commitment statement. **(T-3)**.

3.2. Communication.

3.2.1. AFPD 35-1, *Public Affairs Management*, AFI 35-101, *Public Affairs Responsibilities and Management*, AFI 35-105, *Community Relations*, AFI 35-108, and AFI 90-2002 provide specific guidance for both internal and external communications to satisfy external regulations and AF requirements.

3.2.2. Each multi-site and installation EMS will supplement this instruction or ANG procedures using eDASH/VEMO to clarify and document organization-specific process related to internal and external communication. **(T-3)**.

3.2.3. The supplement will include:

3.2.3.1. Internal and external communication methods. **(T-3)**.

3.2.3.2. Procedures for responding to external interested parties. **(T-3)**.

3.2.3.3. Procedures for communicating with contractors and suppliers. **(T-3)**.

3.2.3.4. Location(s) of communication records. **(T-3)**.

3.2.4. ANG installation supplements shall also include the Installation public affairs representative and/or office symbol and phone number. **(T-3)**.

3.3. Management Review.

3.3.1. ESOHCs and ESOH Steering Committees (e.g., HAF, MAJCOMs, Air National Guard Readiness Center (ANGRC), and installations) shall conduct a management review of their EMS at least once per fiscal year in accordance with DoDI 4715.17. **(T-0)**. ESOHCs and ESOH Steering Committees will review the elements included in the Management Review Tools on eDASH/VEMO. **(T-1)**. Management reviews shall be documented in the Management Review Tools on eDASH/VEMO. **(T-1)**.

3.3.2. Each multi-site and installation EMS shall supplement this instruction or ANG procedures using eDASH/VEMO to document the frequency of reviews (e.g., once/twice per fiscal year, rolling) and organization-specific procedures related to management reviews. **(T-3)**.

Chapter 4

RISK MANAGEMENT

4.1. Aspects and Impacts.

4.1.1. Each multi-site and AF/Reserve installation Environmental Management System (EMS) shall identify and evaluate aspects and impacts associated with the organization's activities, products, and services at least annually, and during mission changes in accordance with DoDI 4715.17. **(T-0)**. AFCEC and Air National Guard Readiness Center (ANGRC) identifies information on evaluation criteria in the eDASH and VEMO Aspect Inventory Tools. **(Note:** ANG installations support the ANGRC as needed to develop the ANG enterprise Aspect inventory, but do not need to develop and maintain an independent installation aspect inventory unless ANGRC directs).

4.1.2. Each multi-site and AF/Reserve installation will categorize aspects as 'Study,' 'Maintain,' or 'Improve.' **(T-1)**. Aspect categories are defined in the Aspect Inventory Tool on eDASH/VEMO.

4.1.2.1. Aspects identified as 'improve' must have an associated Environmental Action Plan (EAP) in accordance with this Instruction, unless otherwise determined by the ESOHC. **(T-1)**. See [Chapter 5](#) for more information.

4.1.2.2. Aspects identified as 'maintain' or 'study' do not need an associated EAP unless directed by the Cross-Functional Team (CFT) and/or Environment, Safety, and Occupational Health Council (ESOHC).

4.1.3. Each multi-site and installation EMS shall supplement this instruction or ANG procedures using eDASH/VEMO to document organization-specific procedures related to aspects. **(T-3)**.

4.1.4. The CFT approves the aspect inventory annually to ensure EMS conformance in accordance with DoDI 4715.17. **(T-0)**. The CFT communicates any changes in the aspect inventory to the ESOHC (e.g., briefings, minutes). **(T-3)**.

4.1.5. The EMS coordinator documents aspects in the Aspect Inventory Tool on eDASH/VEMO. **(T-1)**.

4.2. Legal and Other Requirements.

4.2.1. Each multi-site and installation EMS will supplement this instruction or procedures using eDASH/VEMO. **(T-1)**. This is to document organization-specific procedures related to timely reviews of new and emerging legal and other requirements. Civil Engineering Playbooks provide additional information on non-directive procedures and best practices for EMS and other Environmental Quality Programs, and can be found on the AF A4C Portal.

4.2.2. AFLOA/JACE documents legal, regulatory, and other authorities applicable to AF, ANG, and Air Force Reserve (AFR) units/installations on eDASH. This includes US federal laws and regulations, relevant Host Nation authorities, international agreements, Executive Order, DoD Issuances, AF policy, etc.

4.2.3. Each multi-site and installation EMS shall document relevant state, regional, and local legal and other requirements applicable to the installation on eDASH/VEMO (e.g., hyperlinks, matrix, installation supplements, and program overviews). **(T-1)**.

4.2.4. Installation Support Sections and ANG installations will identify plans, permits, agreements, and consent orders under which RegAF, ANG, and AFR units/bases are currently operating in the Plans and Permits Tracker on eDASH/VEMO. **(T-1)**.

4.3. Competence, Training, and Awareness.

4.3.1. All personnel that fall within the scope of the AF EMS (e.g., military, civilian, ANG state employees, tenants, contractors, etc.) will receive EMS and other appropriate environmental training applicable to their daily duties in accordance with DoD 4715.06. **(T-0)**.

4.3.1.1. Personnel involved in activities impacting the environment will receive EMS General Awareness training. **(T-3)**. At a minimum, training should be provided upon arrival at the installation.

4.3.1.2. Individuals who manage or are directly involved with environmental media programs (e.g., air, water, hazardous waste, etc.) will receive appropriate media-specific training. **(T-3)**. Ensure training is provided at the frequencies prescribed in regulatory or DoD requirements. **(T-0)**.

4.3.1.3. ANG Environmental Managers, after being appointed/hired, will attend and pass the first available offering of the Air Force Institute of Technology (AFIT)'s Environmental Management (WENV) 101 course or another Air National Guard Readiness Center (ANGRC)-approved equivalent. **(T-1)**. ANG Environmental Managers may submit a request to waive this requirement based on existing experience and training through the ANGRC Environmental Management Branch, Training Manager.

4.3.1.4. Environmental training is required for all personnel designated as primary or alternate Unit Environmental Coordinator (UEC). **(T-3)**. At a minimum, training should be provided to personnel upon appointment. Training for UECs is available from AFIT or other equivalent on-line training provided by AFCEC/CZ or ANGRC (reference eDASH's Education, Training, and Awareness page which has information on Air Force Institute of Technology classes, AFCEC/CZ online training courses, etc.).

4.3.1.5. Senior leader environmental awareness training is required for the CFT and ESOHC membership. **(T-3)**. At a minimum, training should be provided to personnel upon appointment.

4.3.1.6. Environmental inspectors and sensors will receive EMS audit training in accordance with DoDI 4715.17. **(T-0)**. To meet this requirement, personnel must complete the AFIT WENV 350, *EMS Auditing Course*, or equivalent, and have prior auditing experience prior to participating in their first Unit Effectiveness Inspection/ environmental external inspection. **(T-1)**. Training records and/or proof of auditing experience must be forwarded to AFCEC or ANGRC prior to participating in an external inspection. **(T-1)**.

4.3.2. AFCEC/CZ and ANGRC shall document relevant environmental training opportunities (e.g., training matrix) applicable to Air Force (AF), Air National Guard (ANG), and AFR

components or installations on eDASH/VEMO. **(T-1)**. See the Education, Training, and Awareness pages on eDASH/VEMO for additional information.

4.3.3. The multi-site and installation EMS shall supplement this instruction or ANG procedures using eDASH/VEMO to document organization specific procedures related to training, including the content, frequency, and audience for required training. **(T-1)**. ANG installations must maintain a training matrix. **(T-1)**.

4.3.4. The Civil Engineering-Installation Management Flight, Environmental Element (or ANG Installation Environmental Management Office) shall maintain environmental training materials and records on eDASH/VEMO, The Environmental Awareness Course Hub (TEACH) managed by AFCEC/CZ, Air Force Reserve Component Network, and/or the AF's Advanced Distributed Learning Service. **(T-1)**. Installations must identify the location of records maintained elsewhere. **(T-1)**.

4.4. Pollution Prevention.

4.4.1. Each multi-site and installation EMS will 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-3)**.

4.4.2. All organizational-levels will track/identify pollution prevention efforts (e.g., Hazardous Process Authorization, Weapon System pollution prevention). **(T-3)**. Organizations will also identify programs related to sustainable procurement or acquisition of environmentally-preferable products (e.g., Sustainable Procurement Process), and other sustainability requirements. **(T-3)**. This can be incorporated in the EMS or into Base Comprehensive Asset Management Plans or other related programming and planning requirements/documents.

4.4.3. Each multi-site and Installation EMS will use the EPA's pollution prevention hierarchy to select objectives and targets to eliminate, reduce, or manage the impacts of environmental aspects. **(T-3)**. Organizational-levels will also use EPA's pollution prevention methodology to establish and prioritize the elimination of significant impacts of environmental aspects. **(T-1)**. Solutions adopted by the application of pollution prevention methodology should not shift or increase risk in other areas, such as operations, safety, and/or occupational health.

4.4.4. Organizational-levels will use Pollution Prevention Opportunity Assessments to examine the environmental aspects that generate pollutants. **(T-3)**.

4.4.4.1. Organizational-levels will consider a cost-benefit analysis when evaluating potential pollution prevention opportunities. **(T-3)**.

4.4.4.2. Organizational-levels shall be responsible for planning and budgeting for pollution prevention opportunities, and for reporting pollution prevention investments to their ESOHCs, Steering Committees, Civil Engineering Governance Environmental Working Groups, and Cross-Functional Teams, as required and appropriate. **(T-1)**.

4.4.4.2.1. AFCEC will facilitate use of Broad Agency Announcements to cross-feed or review opportunities for non-weapon system related Civil Engineering investments in pollution prevention technology. **(T-1)**.

4.4.4.2.2. Air Force Research Laboratory, Materials and Manufacturing Directorate (AFRL/RX) consolidates and reports information on AF-related pollution prevention investments through the Strategic Environmental Research and Development Program and Air Force Materiel Command, Directorate of Logistics, Engineering and Force Protection (AFMC/A4) does the same through the DoD Environmental Security Technology Certification Program.

Chapter 5

PLANNING

5.1. Environmental Action Plans (EAP).

5.1.1. Each organizational-level, multi-site, and AF Reserve (AFR) installation Environmental Management System (EMS) shall establish at least one EAP in order to incorporate elements of the Compliance Management Plan in accordance with DoDI 4715.17. **(T-0)**. EAPs must address a high priority environmental aspect or continually improve an EMS element in order to meet DoDI 4715.17 expectations for an EMS or Compliance Management Plan to address activities with significant impact on the environment. **(T-0)**. Each EMS will monitor associated objectives and targets to achieve higher headquarters goals, reduce environmental risk, and sustain mission capability as required by DoDI 4715.17 **(T-0)**. Organizations should strive to continuously improve activities to reduce environmental impacts. **(Note:** ANG utilizes the Objectives and Targets Tool to fulfill EAP requirements. Air National Guard Readiness Center (ANGRC) will establish and assign EAPs to ANG installations, as needed.)

5.1.2. 'Improve' aspects without an EAP must document a justification (e.g., in the eDASH/VEMO Aspect Inventory Tools, meeting minutes, email, memorandum, etc.). **(T-3)**.

5.1.2.1. All organizational-levels (e.g., HAF, AFCEC, AFRC, ANGRC, and installations) shall consider the following in accordance with DoDI 4715.17 when establishing an EAP:

5.1.2.1.1. Evaluate federal, state, and overseas requirements, and strategic objectives and targets established by higher headquarters. **(T-0)**.

5.1.2.1.2. Feasible technical options; financial, operational, and business requirements (e.g., Integrated Priority List, Common Output Level Standards); and the views of interested parties. **(T-3)**.

5.1.2.1.3. Identified natural infrastructure asset needs (e.g., to improve mission capability), when appropriate.

5.1.2.1.4. Execution of mitigation actions required by approved Environmental Impact Analysis Process documents (e.g., Environmental Impact Statements, Environmental Assessments), when appropriate.

5.1.2.2. Each complete EAP shall include:

5.1.2.2.1. The high priority environmental aspects/impacts and the organization/installation locations where those aspects are present, or the EMS element requiring continual improvement. **(T-1)**.

5.1.2.2.2. The associated objective(s), target(s), and task(s), including higher headquarters-assigned. **(T-1)**.

5.1.2.2.3. A description and timeframe for how the objective will be achieved (e.g., methods, equipment, labor, and/or funding). **(T-1)**.

5.1.2.2.4. Identification of individuals responsible for implementing the EAP. **(T-1)**.

- 5.1.2.2.5. The legal and other requirements (e.g., regulations, management plans, Activity Management Plans, AFIs, and policy letters) related to the aspects, or a reference to where maintained. **(T-1)**.
- 5.1.2.2.6. The operational controls associated with installation operations that interact with the environment/environmental aspects, including the personnel or position responsible for each operational control and the documents/records associated with each operational control, or a reference to where maintained. **(T-1)**.
- 5.1.2.2.7. Documentation for the application of the pollution prevention methodology for aspects that generate a pollutant. **(T-1)**.
- 5.1.3. Each multi-site and installation EMS will supplement this instruction or ANG procedures using eDASH/VEMO to document organization-specific procedures related to EAPs. **(T-1)**.
- 5.1.4. EAPs must be approved at least annually by the Cross-Functional Team (CFT) and Environment, Safety, and Occupational Health Council (ESOHC) to ensure recurring senior management review of goals, objectives, and targets in accordance with DoDI 4715.17. **(T-0)**.
- 5.1.5. Progress on achieving objectives and targets, and revisions to EAPs, shall be communicated to the CFT and ESOHC. **(T-3)**.
- 5.1.6. EAPs will be documented in the eDASH EAP Tool or VEMO Objective/Target Tool. **(T-1)**.

5.2. Operational Controls.

- 5.2.1. Each multi-site and installation EMS will ensure adequate operational controls (e.g., administrative, physical, or engineering) are in place to manage, mitigate, or prevent negative environmental impacts, and ensure EMS conformance with International Organization for Standardization (ISO) 14001:2015 standard (prescribed by DoDI 4715.17). **(T-0)**.
- 5.2.1.1. Ensure operational controls include permit and other requirements critical to environmental performance and mission operations. **(T-1)**.
- 5.2.1.2. Develop and implement operational controls (e.g., procedures) to prevent noncompliance, adverse environmental impact, and/or to achieve stated objectives and targets or performance indicators. **(T-1)**.
- 5.2.1.3. Installation procedures should consider source reduction, noncompliance prevention procedures, and other environmental, safety, and occupational health controls as identified in Environmental Management Plans (EMPs) or installation EAPs.
- 5.2.2. Each multi-site and installation EMS will supplement this instruction or ANG procedures using eDASH/VEMO to document organization-specific procedures related to operational controls. **(T-1)**.
- 5.2.3. Operational controls are documented on eDASH/VEMO (e.g., tools, supplements, eDASH/VEMO document library).
- 5.2.4. Standardized EMPs.
- 5.2.4.1. Air Force installations and AFR units/bases will use standardized Environmental Management Plan (EMP) templates established by AFCEC/CZ for appropriate

environmental programs/planning. **(T-1)**. The EMP repository on eDASH stores these plans/templates. **(Note:** Installations still follow state specific templates/format per state requirements). ANG installations should contact their Air National Guard Readiness Center (ANGRC) Program Manager concerning standardized plans/templates.

5.2.4.2. The standardized EMP template will be used by an approved contractor hired to provide writing assistance to the installations or AFR units. **(T-1)**.

5.2.4.3. Approved/signed versions of standardized EMPs shall be maintained on the installation eDASH website (e.g., applicable media/program pages) consistent with environmental document and record management procedures identified in this Instruction. **(T-1)**.

5.3. Document and Record Management.

5.3.1. AFI 33-364, *Records Disposition—Procedures and Responsibilities*, and AFMAN 33-363 provide specific guidance for establishing and maintaining an effective document and records management process.

5.3.2. Each multi-site and installation EMS will maintain EMS documentation on eDASH/VEMO for at least three years, unless otherwise specified on eDASH/VEMO. **(T-1)**. Multi-site and installation EMSs shall supplement this instruction or ANG procedures using eDASH/VEMO to document organization-specific procedures related to document and records management. **(T-3)**.

5.3.3. All organizational-levels shall provide access to the most current environmental documents and records on eDASH/VEMO. **(T-1)**. AFCEC and ANG provide recommended environmental documentation guidance lists.

5.3.4. Each multi-site and installation EMS will review their eDASH/VEMO documentation at least annually, including organization-specific supplementary procedures for EMS elements, environmental program overview statements, and environmental documents and records, in order to meet DoDI 4715.17 requirements for EMS conformance. **(T-0)**. This review shall be documented on eDASH/VEMO (e.g., program overviews, supplements, AF Finding Tracker Tool/ANG Environmental Data Assessment Reporting Tool) and communicated to the CFT (e.g., briefings, minutes, email). **(T-3)**. A summary of revisions shall be communicated to the CFT (e.g., briefings, minutes, email). **(T-3)**.

5.4. Emergency Preparedness and Response.

5.4.1. Installations shall have emergency response plans and procedures in place to respond to and mitigate potential environmental impacts arising from emergencies. Installation readiness flights must coordinate procedures and lessons learned with the installation environmental function after accidents or emergencies. **(T-1)**. Established procedures must be periodically tested and records retained in accordance with installation emergency response procedures. **(T-3)**.

5.4.2. Each multi-site and installation EMS shall supplement this instruction or ANG procedures using eDASH/VEMO to document organization-specific procedures related to emergency preparedness and response to ensure EMS audit readiness in accordance with DoDI 4715.17 and conformance with ISO 14001:2015 standard EMS elements. **(T-3)**. Consider incident management system guidance contained in AFMAN 10-2502, *Air Force Incident*

Management System (AFIMS) Standards and Procedures, and hazard threat and vulnerability assessments described in AFI 10-2501.

Chapter 6

PLANNING, PROGRAMMING, BUDGETING, AND EXECUTION (PPBE)

6.1. Air Force (AF) Environmental Quality Programming: AFIMSC and AFCEC support the installations in building the Environmental Quality budget consistent with SAF/FM budgeting guidance and procedures described in AFI 65-601, Volume 1, *Budget Guidance and Procedures*, and additional details in AFMAN 65-605, Volume 1, *Budget Guidance and Technical Procedures*. The AFMAN 65-605, Volume 1, also includes guidance on handling Operations and Maintenance reimbursement.

6.1.1. Air Force (AF) Environmental Quality Programming Documentation. The Environmental Quality Programming Guide governs the Environmental Quality PPBE process. The Guide consists of the Programming Guide, Standard Titles Table, and Scoring Model. AF/A4CA will review/approve the programming guide and annual updates. See the eDASH or Virtual Environmental Management Office Environmental (VEMO) Quality PPBE pages for the most current Programming Documentation.

6.1.2. The guidance in this chapter pertains to Environmental Quality budgeting/funding eligibility under the Civil Engineer Operations and Maintenance program. The Environmental Quality program consists of three program elements: Environmental Compliance (xxx56), Environmental Conservation (xxx53), and Environmental Pollution Prevention (xxx54).

6.2. Project PPBE Process.

6.2.1. The Air Force Civil Engineer Center, Planning, Programming, Budgeting, and Execution Branch (AFCEC/CZCP) will use the Resource Allocation Model (RAM) to develop the Program Objective Memorandum (POM) in coordination with the Air Force Installation and Mission Support Center Program Element Monitor (PEM) and ANG. **(T-1)**. AFCEC/CZCP will provide AFCEC/CZ, AFRC, and overseas installations with a list of requirements in order of priority from the RAM. The development of the POM and Integrated Priority List (IPL) will follow the Environmental Quality Programming Guide. **(T-1)**. The Air National Guard Readiness Center (ANGRC) will submit their requirements to AFCEC/CZCP for RAM incorporation. **(T-1)**.

6.2.1.1. AFCEC, AFRC, are responsible for consistent interpretation and execution of requirements according to the Environmental Quality Programming Guide and validating the list of requirements and cost developed by the RAM across their installations. ANGR is responsible for consistent interpretation, validation, and execution of requirements according to the Environmental Quality Programming Guide.

6.2.1.2. AFCEC/CZ provides the validated Environmental Quality IPL to AFCEC/CP for the combined IPL.

6.2.2. Prioritization of Environmental Quality projects should consider the results from the prioritized list of Environmental Management System (EMS) aspects.

6.2.3. AFCEC, AFRC, and ANGR will provide information regarding changing requirements (e.g., regulations, emergent issues) greater than \$1M for the annual POM and validate the annual IPL using AF-approved program management process. **(T-1)**. Reference

the Environmental Quality PPBE pages on eDASH for information on the most current comment and validation procedures.

6.2.4. AFCEC, AFRC, and ANGRC shall track the rate of obligation for their respective appropriations and enter relevant information in the appropriate software. **(T-1)**.

6.2.5. AFCEC, AFRC, and ANGRC shall ensure a validated Environmental Quality Program is established for the execution year, consistent with the POM and President's Budget, to ensure that all environmental compliance legal requirements are met. **(T-1)**.

6.3. Sustainment, Restoration, Modernization, Environmental Quality, and Military Construction. Environmental Quality funding can be used for the initial construction, modification, or upgrade to the relevant portion of a facility, system, or component(s) to comply with new environmental laws, regulations, or other requirements (e.g., permits, compliance orders). This includes surveys or studies determined by subject matter experts to be necessary to properly evaluate and plan the activities to ensure compliance. Existing infrastructure systems are maintained, repaired, or replaced with Sustainment, Restoration, Modernization funds, with the following exceptions:

6.3.1. Environmental Quality funding can be used for an infrastructure repair, replacement, or upgrade project to comply with new federal or state environmental laws or regulations with discharge limits, or, if overseas, country-specific Final Governing Standards or Overseas Environmental Baseline Guidance Document, and/or international agreement requirements. This does not include new requirements levied from infrastructure or capacity deficiencies.

6.3.2. AF/A4C directive guidance to address environmental issues in Military Construction projects can be found in AFI 32-1023, *Designing and Constructing Military Construction Projects*.

6.3.3. An infrastructure project to correct the noncompliant portion of the facility, system, or component will be eligible for Environmental Quality funding if the waiver request is submitted with a description and analysis of the noncompliance. The installation must have received a notice of noncompliance from an environmental regulator or received a major EMS deficiency during an inspection (validated by AFCEC, AFRC, or ANGRC).

6.3.3.1. As part of a request for Environmental Quality funding support for noncompliance, AFCEC, AFRC, and ANGRC shall accomplish an engineering evaluation. **(T-1)**. The evaluation should document specifically what facilities, portion(s), or components(s) of the system are noncompliant, and why the Environmental Quality project scope and programmed amount are necessary to correct the noncompliance.

6.3.3.2. AFIMSC will need to assess the seriousness of the situation based on history of compliance and preventive repair and maintenance actions taken to date.

6.3.4. AFCEC/CZ will submit a waiver package request for deviations from the Environmental Quality Programming Guide to AF/A4CA for approval for use of Environmental Quality funding. **(T-1)**.

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

6.3.4.2. AFCEC/CZ will process an Environmental Quality emergent requirement for any critical and unexpected deficiency identified during the current fiscal year. (T-2). Emergent requirements above \$300K will be approved by the AFIMSC Installations Directorate (AFIMSC/CI). (T-2). Approved emergent requirements will be incorporated into the Environmental Quality Execution Plan and resourced when funds become available. (T-2). Emergent requirements for compliance with 42 USC §4321-4347, *National Environmental Policy Act*, are processed through a separate process managed by the AFCEC National Environmental Policy Act Center (AFCEC/CZN).

6.4. Spill Response and Cleanup. Projects to cleanup environmental contamination in accordance with DoD and Air Force Environmental Restoration Program (ERP) requirements are not funded using Environmental Quality funds for RegAF and AFR. ANG projects not eligible for Environmental Restoration Account (ERA) funding (in accordance with DoD Policy Memorandum, *DERP funding eligibility for ANG bases*, 28 November 2017), may use Environmental Quality funds. For programming and budgeting information about the ERP, see AFI 32-7020. For eligibility regarding spill response and cleanup of environmental contamination outside of the ERP, see the *Environmental Quality Programming Guide for Non-Environmental Restoration Account Cleanup and Overseas Remediation*.

6.5. Overseas Environmental Requirements.

6.5.1. Enduring locations in foreign nations will program and budget for environmental requirements stemming from any of the following (See AFI 32-7091):

6.5.1.1. Country-specific Final Governing Standards, or the Overseas Environmental Baseline Guidance Document if no Final Governing Standard exists. (T-1).

6.5.1.2. Obligations from international agreements to which the US is a part. (T-1).

6.5.1.3. Remediation actions necessary to address contamination in accordance with DoDI 4715.08, *Remediation of Environmental Contamination Outside the US*. (T-1).

6.5.1.4. The Environmental Impact Analysis Process, in compliance with Executive Order (EO) 12114, *Environmental Effects Abroad of Major Federal Actions*, and Title 32, Code of Federal Regulations, Part 187, *Environmental Effects Abroad of Major Department of Defense Actions*, current edition, for all major AF actions that pose significant harm to the environment of places outside the United States. (T-1).

6.5.1.5. Any additional DoD and AF environmental policies that apply to overseas installations and activities. (T-1).

6.5.2. AFCEC will coordinate with installations on programming requirements to identify deficiencies; improve cost, quality, and consistency of programming; and facilitate optimized execution. (T-1).

6.5.3. Installations not supported by AFIMSC or the Air Force Civil Engineer Center, Operations Division (AFCEC/CZO) should seek programming and execution assistance from their higher headquarters.

6.6. ANG. ANG installations shall:

6.6.1. Enter all current and future year Environmental Quality requirements, to include appropriate funding constituents, into the ANG Environmental Programming Execution Tool

in accordance with ANGRC and AF Environmental Quality programming guidance. **(T-1)**. See the VEMO Environmental Quality Planning, Programming, Budgeting, and Execution page for the most current information on ANG programming guidance.

6.6.2. Establish a Financial Plan during the fiscal year prior to the planned execution year. **(T-1)**. Coordinate any emergent or unexpected requirements through the ANGRC Financial Review Board in the year of execution. **(T-1)**.

6.6.3. Monitor the obligation rate during the year of execution and ensure a plan is in place to execute all funds in the beginning of the fourth quarter of the current fiscal year. **(T-1)**.

6.6.4. Ensure the ANG Installation EMS Coordinator/Environmental Manager is responsible for PPBE for their installation. **(T-1)**. In the event the EMS Coordinator is the State Environmental Manager, the Base Civil Engineer is responsible for execution. **(T-1)**

Chapter 7

COMPLIANCE

7.1. Environmental Oversight, Reporting, Monitoring, and Measurement.

7.1.1. All organizational-levels shall monitor and measure activities mandated by legal and/or other administrative requirements (e.g., permits, plans, environmental media specific programs) in accordance with DoDI 4715.06. **(T-0)**.

7.1.2. All organizational-levels shall monitor, review, and communicate environmental performance results and trends, including corrective actions related to enforcement actions and inspection deficiencies, in accordance with DoDI 4715.06, DoDI 4715.05, AFI 90-801, and the AF Inspection System. **(T-0)**. AFCEC, AFRC, and the Air National Guard Readiness Center (ANGRC) will assist installations with tracking environmental performance and verifying closure actions. **(T-1)**.

7.1.3. Each multi-site and installation Environmental Management System (EMS) shall supplement this instruction using eDASH/VEMO to document organization-specific procedures for monitoring and measurement, including equipment calibration and quality assurance. **(T-3)**.

7.1.4. Environmental Performance Reporting. All organizational-levels shall track and report environmental performance using DoD, HAF, AFCEC, AFRC, ANG, or organization-specific performance measures/indicators and data calls in accordance with DoDI 4715.06 (DoDI 4715.05 for overseas bases). **(T-0)**.

7.1.4.1. Installations will collect environmental data in accordance with OSD metrics (DoDI 4715.06 and annual DoD Environmental Data Call memorandum) and report to AFCEC/CZ semi-annually. **(T-0)**. This recurring data call supports a mid-year check and the DoD Environmental Management Review (EMR) conducted annually, culminating in a final brief to OSD each February.

7.1.4.2. AFCEC/CZ, in coordination with AFRC/A4CA and NGB/A4V, will complete an environmental data call directed by OSD and HAF. **(T-1)**. AFCEC/CZ/CO, AFRC/A4CA, NGB/A4V, and MAJCOM/NGB Bioenvironmental Engineers will review/validate the results to ensure data quality. **(T-1)**. An annual Environmental Reporting/Briefing Battle Rhythm should be established and documented on eDASH.

7.1.4.3. AFCEC/CZ will enter results of annual data calls into the DoD Environment, Safety, and Occupational Health Network and Information Exchange (DENIX) in accordance with DoDI 4715.06 and provide notification of its successful submission to SAF/IEE. **(T-0)**.

7.1.4.4. HAF and AFCEC/CZ will review a summary of metric results to prepare for OSD and Congressional Staffer Budget briefings held annually. **(T-1)**. HAF and AFCEC/CZ will coordinate with other AFCEC directorates, as appropriate.

7.1.4.5. AFCEC/CZ will establish and maintain the HAF Dashboard on eDASH to provide real time access to the latest metric results required by OSD or HAF. **(T-1)**.

7.1.5. Equipment Calibration.

7.1.5.1. Installations will verify, calibrate, and sustain monitoring and measurement equipment used to ensure environmental compliance in accordance with AFI 21-113, *Air Force Metrology and Calibration Management*. (T-1). Installations must also verify, calibrate, and maintain monitoring and measurement equipment and records used to ensure environmental compliance for equipment that does not fall under the purview of AFI 21-113. (T-1).

7.1.5.2. The Installation Civil Engineer, Environmental Element (or ANG Environmental Manager) is responsible for the calibration and maintenance of environmental monitoring and measurement equipment not captured by the requirements of AFI 21-113. (T-1). The location of equipment maintenance records is documented on eDASH/VEMO. An inventory of all environmental physical and engineering controls and monitoring and measurement equipment should be maintained.

7.1.5.3. ANG installations will maintain an inventory of all equipment that measures, monitors, and improves environmental aspects, to include identifying supplementary procedures for the monitoring and measurement methodology and maintaining this equipment inventory. (T-2).

7.1.5.4. Other installation organizations are responsible for the calibration and maintenance of their own monitoring and measurement equipment not captured by the requirements of AFI 21-113. (T-1). Equipment maintenance records are documented in accordance with organization procedures.

7.1.6. Quality Assurance.

7.1.6.1. Installations shall implement DoDI 4715.15, *Environmental Quality Systems*, where there is the performance of environmental sampling and testing services in support of all applicable environmental compliance laws and regulations, (T-0).

7.1.6.2. Installations, in coordination with AFCEC/CZ or NGB/A4V, will ensure environmental laboratories providing services to the AF possess any required state or host nation certification and have an established and documented laboratory quality system. (T-0). This system conforms to the International Organization for Standardization/International Electrotechnical Commission Standard 17025:2017, *General requirements for the competence of testing and calibration laboratories*.

7.1.6.3. Environmental sampling and testing services procured by, or on behalf of, the AF must follow Defense FAR Supplement (DFARS) Part 223, *Environment, Energy and Water Efficiency, Renewable Energy Technologies, Occupational Safety, and Drug-Free Workplace*, current edition. (T-0).

7.2. Environmental Incident Reporting. Installations and appropriate organizational-levels shall report and track regulatory and host nation inspections, spills, and noncompliance related issues in accordance with this Instruction. (T-1).

7.2.1. Inspections. Inspections conducted by regulatory and host nation must be reported in the AF Enforcement Actions, Spills, and Inspections Environmental Reporting (EASIER) tool within five business days of the start of an inspection. (T-1). Inspection reports must be uploaded upon receipt. (T-1). Multi-media inspections are documented as one inspection per media reviewed, regardless of length or duration of the inspection. (T-1).

7.2.2. Spills and Environmental Releases. All organizational-levels shall execute spill/release notification and reporting requirements in accordance with applicable federal, state, and local laws and regulations, country-specific Final Governing Standards, Overseas Environmental Baseline Guidance Document, and/or international agreements, per DoDI 4715.06 and DoDI 4715.05. **(T-0)**. Refer to this instruction and AFMAN 10-206, *Operational Reporting*, for potential reporting of events and incidents.

7.2.2.1. Spills and environmental releases must be reported in the EASIER tool within twenty four hours or next business day. **(T-1)**.

7.2.2.2. Installations will provide follow-up reports to AFCEC, AFRC, and/or ANGRC for each reportable incident and document in EASIER using criteria specified in the tool's user guide. **(T-1)**.

7.2.2.3. AFCEC, AFRC, and/or ANGRC shall provide follow-up reports to AF/A4CA for each reportable incident meeting any of the criteria specified in the EASIER Tool user guide. **(T-1)**.

7.2.2.4. Installations and AFCEC will likewise track/report environmental releases of certain non-regulated emerging contaminants, similar to hazardous substances, including perfluorooctane sulfonate (PFOS) and perfluorooctanoic acid (PFOA) and 1, 4-dioxane containing releases, as directed by SAF/IEE to ensure DoD visibility. **(T-1)**.

7.2.3. Enforcement Actions/Host Nation Enforcement Actions (EA/HNEA). Installations and other appropriate organizational-levels shall report and track all written notices, email messages, field citations, or other correspondence from regulatory agencies and Host National Governmental Authorities pertaining to noncompliance with applicable environmental requirements in accordance with DoDI 4715.06 and DoDI 4715.05. **(T-0)**.

7.2.3.1. Noncompliance issues must be reported in EASIER within three business days. **(T-1)**. If the notification requires translation into English, the notification must be uploaded within seven business days. **(T-1)**.

7.2.3.2. Installations shall update EASIER in real time. **(T-1)**. If no changes have occurred, this must be annotated monthly. **(T-1)**.

7.2.3.3. AFCEC, AFRC, ANGRC, and/or appropriate organizational-levels shall validate data no later than the fifth business day of each month. **(T-2)**.

7.2.3.4. All organizational-levels shall pursue the timely closure of open EAs or HNEAs. **(T-1)**.

7.2.3.5. Written Notifications.

7.2.3.5.1. A written notice, regardless of the number of individual violations, findings, or citations listed in it, will count as a single EA if all violations cited relate to a single environmental law or regulation (e.g., violations of 33 USC §1251-1387, *Clean Water Act*, or 42 USC §6901-6992k, *Resource Conservation and Recovery Act*), consistent with expectations of DoDI 4715.06. **(T-0)**. A HNEA counts as one if all violations cited relate to a single environmental media.

7.2.3.5.2. A written notice will count as multiple EAs if violations cited relate to more than one environmental law or regulation (e.g., violations of 33 USC §1251-1387,

Clean Water Act, or 42 USC §6901-6992k, *Resource Conservation and Recovery Act*) consistent with expectations of DoDI 4715.06. **(T-0)**. A HNEA counts as multiple if violations cited relate to more than one environmental media.

7.2.3.5.3. Multiple notices for separate instances of noncompliance from separate inspections will be counted as separate EAs/HNEAs in accordance with DoDI 4715.06. **(T-0)**.

7.2.3.5.4. Multiple notices will be counted as a single EA if the regulatory agency withdraws the multiple notices and reissues a single notice alleging violations at multiple facilities, sites, or locations as defined in DoDI 4715.06. **(T-0)**.

7.2.3.5.5. Multiple notices will be counted as a single EA if the regulatory agency agrees to combine multiple notifications or otherwise treat these as a single enforcement matter as defined in DoDI 4715.06. **(T-0)**.

7.2.3.5.6. Each EA will be reported in EASIER under the applicable media and environmental law or regulation. **(T-1)**.

7.2.3.6. Tracking.

7.2.3.6.1. Base Civil Engineering or the Environmental function must notify the Installation Commander of the determination of the EA/HNEA upon receipt of an automated notification from EASIER. **(T-1)**. Overseas installations should consult the Final Governing Standard or Overseas Environmental Baseline Guidance Document, whichever applies, and with the DoD Lead Environmental Component, for any additional reporting requirements.

7.2.3.6.2. Information related to EAs/HNEAs will be reported in EASIER within three business days of receipt. **(T-1)**. This includes root cause codes, and electronic copies of regulatory agency or host nation correspondence and closure documentation (i.e., uploaded to EASIER).

7.2.3.6.3. AFCEC/CZO, AFCEC/CZT, AFRC, ANGRC, NGB/JA, and AFLOA/JACE and/or appropriate organizational-levels shall determine the status of the EA/HNEA in EASIER. **(T-1)**. Status criteria is defined in the EASIER Tool user guide.

7.2.3.7. Enforcement Action (EA) Determination. AFCEC/CZO, AFCEC/CZT, AFRC, ANGRC, NGB/JA, and AFLOA/JACE will decide by consensus whether a written notice of noncompliance issued by a regulatory agency is designated as an EA. **(T-1)**. For overseas installations, the appropriate organizational-levels will coordinate with the MAJCOM/JA to determine whether a written notice of noncompliance issued by a host nation meets the minimum criteria identified in the HNEA definition. **(T-1)**. Criteria for EAs and HNEAs is available in the Terms Section of Attachment 1.

7.2.3.7.1. If only two parties agree to track as an EA, AFCEC/CZ will request a review of that decision by AF/A4CA. **(T-1)**. AF/A4CA will notify SAF/IEE, and when appropriate, SAF/GC, if and why consensus was not achieved.

7.2.3.7.2. AFCEC, AFRC, ANGRC, AFLOA Regional Counsel Offices (RCOs), and/or appropriate organizational-levels must document their determination within three business days. **(T-1)**. The determination authority for identifying Host Nation

Enforcement Actions (HNEAs) may be delegated to the Numbered Air Force Environmental Function after consultation with the MAJCOM Environment, Safety, and Occupational Health Council (ESOHC), but any delegation must be in writing. A copy of the delegation document must be provided to AFCEC/CZ, MAJCOM/JA, and Environmental Law Field Support Center. **(T-2)**.

7.2.3.7.3. High Visibility (HV). An EA or HNEA that meets one or more of the criteria defined in Attachment 1, usually based on the severity of situation, associated fine, or difficulty in closing.

7.2.3.8. Overriding Classifications. AFCEC, AFRC, ANGRC, RCOs, and/or appropriate organizational-levels shall determine the overriding classification of the Enforcement Action (EA) and whether it meets High Visibility criteria within three business days. **(T-1)**. For overseas installations, the appropriate organizational-levels shall coordinate with the MAJCOM/JA to determine the overriding classification and whether the HNEA meets High Visibility criteria. **(T-1)**. The EA classifications are:

7.2.3.8.1. Administrative (A). Any noncompliance relating to incomplete paperwork or lack of detail, such as, but not limited to: failing to complete forms in their entirety; note dates on forms; note land-ban information; keep logs up to date; or document required training.

7.2.3.8.2. Operational (O). Noncompliance related to how business is conducted, such as, but not limited to: failing to make proper notifications; failure to obtain required permits before conducting operations; submission of required samples in a timely manner; storing hazardous waste beyond allowed time frames; lacking training or certification required by law; or transporting hazardous waste without a manifest.

7.2.3.8.3. Project (P). Any action to fix noncompliance which requires work and/or substantial construction and/or demolition, such as, but not limited to situations where permit standards are exceeded, and facility repairs, modifications, or upgrades must be made to get back into compliance.

7.2.3.8.4. If a single EA contains both project and administrative or operational related violations, classify the EA as Project (P).

7.2.3.9. Compliance Agreements.

7.2.3.9.1. RCOs, in coordination with installation Staff Judge Advocate, appropriate environmental function personnel, AFCEC, AFRC, ANGRC, and/or other organizational-levels will negotiate Compliance Agreements or orders, or their equivalent, with federal, state, or local regulators. **(T-1)**.

7.2.3.9.2. RCOs shall submit all proposed Compliance Agreements or orders, or their equivalent, to the AFLOA/JACE Division Chief for review and approval before Installation Commander Signature. **(T-1)**.

7.2.3.9.3. Proposed Compliance Agreements or orders, or other equivalent, shall be consistent with agreements or orders signed by other installations without establishing an unfavorable precedent. **(T-1)**. AFLOA/JACE shall coordinate the review of any precedent setting or contentious Compliance Agreements or orders, or their equivalent, with SAF/GC, to ensure appropriate visibility. **(T-1)**.

- 7.2.3.9.4. Only Installation Commanders will sign Compliance Agreements or orders, or their equivalent, on behalf of the AF. **(T-1)**. This authority may not be delegated.
- 7.2.3.9.5. Installations, AFCEC, AFRC, ANGRC, RCOs, and/or the appropriate organizational-levels shall initiate a Compliance Agreement entry in the Enforcement Actions, Spills, and Inspections Environmental Reporting (EASIER) tool for signed agreements or orders. **(T-1)**. A signed Compliance Agreement or order does not negate the need to close an EA/HNEA and cannot be closed until all corrective actions are complete.
- 7.2.3.9.6. Installations shall track Compliance Agreement or order updates in EASIER until all corrective actions associated with the EA/HNEA are complete. **(T-1)**.
- 7.2.3.9.7. Installations, AFCEC, AFRC, or ANGRC will not close Compliance Agreements or Orders until all corrective actions associated with the Compliance Agreement or Order are complete, all milestones under the Compliance Agreement or Order have been met, and at least one of the following occurs:
- 7.2.3.9.7.1. Regulator issues written closure notice. **(T-1)**.
 - 7.2.3.9.7.2. Discovery and verification by AFCEC, AFRC, ANGRC, RCOs, and/or the appropriate organizational-levels that the Compliance Agreement or order has been closed as reflected in regulatory agency records. **(T-1)**.
 - 7.2.3.9.7.3. The regulator does not respond within 60 days of written notice that the installation is in full compliance regarding the matter cited in the Compliance Agreement or order. **(T-1)**.
- 7.2.3.10. Fines and Penalties. Installations will be directly responsible for paying civil fines or penalties levied against installations as a result of EAs/HNEAs. **(T-1)**.
- 7.2.3.10.1. Installation commanders, or equivalent, will determine the correct appropriation and specific internal funding source necessary to fund these costs. **(T-3)**. Although Operations and Maintenance funds may be used, Commanders cannot use Environmental Quality funds to pay fines, penalties, or supplemental environmental projects. **(T-1)**.
 - 7.2.3.10.2. Installations shall seek, through appropriate organizational-levels, approval of the AFLOA/JACE Division Chief, within ten business days from the receipt of a Compliance Agreement, or prior to paying a fine or penalty (including a supplemental environmental project) to a regulatory agency or host nation as part of a settlement. **(T-1)**. When substantial legal issues are involved, AFLOA/JACE will consult with SAF/GCN and SAF/IEE before approving payments of fines, penalties, and supplemental environmental projects. **(T-1)**. AFLOA/JACE Division Chief is the settlement authority for all environmental compliance issues. If the dispute cannot be settled, the AFLOA/JACE Division Chief will assign attorneys to litigate any administrative hearings or refer the case to the Department of Justice for potential litigation.
- 7.2.3.11. Resolution and Closure. EAs and HNEAs can be closed, or classified as rescinded, if applicable, if any of these conditions exist:
- 7.2.3.11.1. A regulatory agency revokes or rescinds the action in writing.

7.2.3.11.2. A regulatory agency issues written notice that the action is closed or that the regulator is satisfied with the actions taken to resolve the cited violations.

7.2.3.11.3. The regulatory agency which issued the EA or HNEA does not respond within 60 days following written notice informing the regulator that the installation is in full compliance concerning the matters cited in the EA/HNEA.

7.2.3.11.3.1. Written notice (60-day closeout letter) will only be sent after it is determined by the installation, AFCEC/CZO, AFCEC/CZT, AFRC, ANGR, and/or appropriate organizational-levels that all actions necessary to close the EA or HNEA have been taken, but a response by the regulator has not been received. **(T-1)**. Overseas installations will consult with AFCEC, appropriate organizational-levels, and/or the appropriate DoD Lead Environmental Component on the proper method to notify the host nation prior to sending a 60-day closeout letter to the host nation. **(T-1)**. AFCEC, and/or appropriate organizational-levels, will coordinate with the appropriate MAJCOM/JA before sending out HNEA closeout letters. **(T-1)**.

7.2.3.11.3.2. If the regulatory agency non-concurs, the original EA will remain open. **(T-1)**. For overseas installations, if the AF non-concurs, the original HNEA remains open. **(T-1)**.

7.2.3.11.3.3. If the regulatory agency responds to a 60-day closeout letter after more than 60 days and requires additional action to close the EA/HNEA, the original EA/HNEA will be reopened. **(T-1)**. If the Air Force (AF) responds to a 60-day closeout letter after more than 60 days and requires additional action to close the HNEA, the original HNEA will be reopened. **(T-1)**.

7.2.3.11.4. Satisfaction of the terms of closure specified in a signed Compliance Agreement or order.

7.2.3.11.5. If discovery and verification by AFCEC/CZO, AFCEC/CZT, AFRC, ANGR, NGB/JA, AFLOA/JACE, or the appropriate organizational-levels, indicates that the EA/HNEA is not open on regulatory agency records, no further action is required, and closure actions can begin.

7.2.3.11.6. Installations shall submit EA/HNEAs for closure in EASIER when all corrective actions are complete. **(T-1)**.

7.2.3.11.7. AFCEC/CZO, AFRC, ANGR, and/or appropriate organizational-levels will review and approve each EA/HNEA closure. **(T-1)**. If the EA/HNEA closure is not approved, AFCEC/CZO, AFRC, ANGR, and/or appropriate organizational-levels will provide a justification and return the EA/HNEA back to the submitting installation.

7.2.3.11.8. AFCEC/CZT will review and provide final approval for each EA/HNEA closure. **(T-1)**. Once approved, the EA/HNEA is officially closed. If the EA/HNEA closure is not approved, AFCEC/CZT will provide a justification and return the EA/HNEA back to the submitting installation.

Chapter 8

ENVIRONMENTAL INSPECTION PROCESS (EIP)

8.1. Overview. All organizational-levels will complete internal environmental self-inspections through their Wing Inspector General Commander's Inspection Program and participate in Unit Effectiveness Inspections (UEI) in accordance with AFI 90-201, *Air Force Inspection System*. (T-1).

8.1.1. AFCEC, AFRC, and Air National Guard Readiness Center (ANGRC) shall supplement this instruction or ANG procedures using eDASH/VEMO to document environmental function-specific procedures related to the Air Force Inspection System. (T-1).

8.1.2. Each multi-site and installation Environmental Management System (EMS) shall supplement this instruction or ANG procedures using eDASH/VEMO to document organization-specific procedures related to the EIP, including inspection frequency, and roles and responsibilities. (T-3).

8.2. Commander's Inspection Program. Installations shall conduct shop and program-level environmental inspections in accordance with DoDI 4715.17, DoDI 4715.06, DoDI 4715.05, and AFI 90-201. (T-0).

8.2.1. Shop-Level Inspections. Shop supervisors will complete assigned environmental compliance Self-Assessment Communicators (SAC) in the Management Internal Control Toolset (MICT) at least annually (or more frequent if directed by the Commander of the Installation's Wing Inspection Team). (T-1). Environmental shop-level SACs are developed by AFCEC/CZ to assist units focus on relevant AFI and federal/state regulatory requirements.

8.2.2. Program-Level Inspections. Installations will answer assigned environmental, EMS, and other Environmental Quality program-level SACs in the MICT to demonstrate the monitoring of all applicable environmental programs. (T-1). Program-level self-inspections consist of two components: 1) documentation in the AF Finding Tracker Tool on eDASH or the ANG Environmental Data Assessment Reporting Tool of the annual internal compliance and conformance self-inspections, and 2) completion of environmental and EMS program-level SACs in MICT.

8.2.2.1. RegAF and AF Reserve installation environmental functions will document internal compliance and conformance self-inspections in the AF Finding Tracker Tool on eDASH at least annually. (T-1). These installations will use information gathered from annual compliance inspections in accordance with paragraph 8.2.2.3 of this Instruction to complete environmental and EMS program-level SACs. (T-1).

8.2.2.2. ANG installation environmental functions will document their internal compliance and conformance self-inspections in the ANG Environmental Data Assessment Reporting Tool at least annually. (T-1). Installation environmental functions shall use information gathered from annual compliance inspections in accordance with paragraph 8.2.2.3 of this Instruction to complete environmental and EMS program-level SACs. (T-1).

8.2.2.3. Installations shall complete their assigned environmental compliance and EMS program-level SACs in the MICT at least annually. (T-1).

8.3. Unit Effectiveness Inspection (UEI). The UEI cycle begins at the end of the previous cycle's Capstone Event. The UEI includes a continual evaluation period where MAJCOMs and functionals conduct an independent assessment of the Commander's Inspection Program's effectiveness and compliance using virtual and on-site Site Assistance Visits and Mid-Point Inspections. The cycle ends with the Capstone Event.

8.3.1. AF environmental inspectors and sensors will review applicable protocols identified in AFI 90-201, Attachment 3, at least once per UEI cycle. **(T-1)**.

8.3.2. ANGRC inspectors and sensors will assist GMAJCOMs by reviewing protocols identified in AFI 90-201, Attachment 3, at least once per UEI cycle. **(T-2)**.

8.3.3. Continual Evaluation (CE) Period.

8.3.3.1. AFCEC, AFRC, and ANGRC inspectors and sensors shall evaluate installation environmental and EMS information (e.g., documents, data, etc.), including, but not limited to, plans, permits, reports, and dashboards to determine compliance and conformance status. **(T-1)**.

8.3.3.2. AFCEC, AFRC, and ANGRC will periodically document CEs in the Continual Evaluation Tools on eDASH/VEMO consistent with AFI 90-201 and AFIMSC, AFRC NGB/Inspector General, and NGB/A4V guidance/procedures. **(T-1)**.

8.3.3.3. CE results will be communicated to installations, MAJCOM IG, AFIMSC, AFRC NGB/Inspector General, and NGB/A4V. **(T-1)**.

8.3.4. External Environmental Inspections.

8.3.4.1. External inspections will include a physical EMS audit and tailored regulatory compliance evaluation of high risk environmental protocols based on pre-determined base vulnerabilities and *The Environmental Assessment and Management (TEAM) Guide and State/Agency Supplements*, current edition, in order to meet external environmental compliance self-assessment and EMS audit requirements in accordance with DoDI 4715.06 and DoDI 4715.05. **(T-0)**. External inspections also include validation of corrective and preventive actions identified during the CE period.

8.3.4.1.1. AFCEC and AFRC shall conduct on-site and/or virtual external inspections during MAJCOM scheduled events (e.g., Capstone Events, Mid-Point Inspections, Continual Evaluation On-Site Events) to meet intent of accomplishing external environmental self-assessments in accordance with DoDI 4715.06 and DoDI 4715.05, and consistent with MAJCOM policies and guidance. **(T-0)**. AFCEC inspectors and/or sensors shall complete the physical EMS audit and regulatory compliance evaluation during the UEI cycle. **(T-1)**. Findings are validated by the Environmental Team Lead.

8.3.4.1.2. ANGRC shall conduct on-site or virtual external inspections during or in the week leading up to Gaining MAJCOM scheduled events (e.g., Capstone Events) in accordance with DoDI 4715.06 and consistent with NGB/Inspector General policies and guidance. **(T-0)**. ANGRC provides environmental augmentee inspectors when available to support Gaining MAJCOM Capstone Events.

8.3.4.1.2.1. ANGRC sensors shall complete the on-site physical EMS audit and regulatory compliance evaluation under the direction of an ANGRC lead (remote or on-site) during the UEI cycle. **(T-2)**.

8.3.4.1.2.2. ANGRC shall validate deficiencies and provide inspection results to GMAJCOMs upon completion. **(T-1)**.

8.3.4.2. External Environmental inspectors and/or sensors shall:

8.3.4.2.1. Review the installation's EMS and shop/program-level SACs in the MICT along with CE results to determine the effectiveness of the installation's self-inspection program. **(T-1)**.

8.3.4.2.2. Review environmental compliance information (e.g., documents, data, etc.), including but not limited to, plans, permits, reports, and dashboards to determine compliance. **(T-1)**.

8.3.4.2.3. Use a standardized EMS checklist based on the requirements of this Instruction to determine conformance with DoDI 4715.17. ANGRC inspectors and/or sensors shall use an ANG-specific checklist to determine conformance with DoDI 4715.17 and the ANG EMS. **(T-1)**.

8.3.4.3. AF installations and Air Force Reserve (AFR) units receive an EMS report at the end of the UEI cycle. ANG bases receive an EMS report during the CE period.

8.4. Corrective and Preventive Actions. Installations will implement corrective and preventive actions for all inspection deficiencies in accordance with DoDI 4715.17, DoDI 4715.06, DoDI 4715.05, and AFI 90-201. **(T-0)**.

8.4.1. Documentation.

8.4.1.1. Deficiencies for shop and program-level SACs will be documented and tracked to closure in MICT. **(T-1)**.

8.4.1.2. Deficiencies for internal self-inspections will be documented and tracked to closure in the Air Force (AF) Finding Tracker Tool or ANG Environmental Data Assessment Reporting Tool. **(T-1)**.

8.4.1.3. Deficiencies for UEI mid-point inspections, Site Assistance Visits, and Capstone Events, shall be recorded in the Inspector General Evaluation Management System (IGEMS), AF Finding Tracker Tool, and ANG Environmental Data Assessment Reporting Tool. **(T-1)**. A separate event is created in the AF Finding Tracker Tool or ANG Environmental Data Assessment Reporting Tool for each UEI.

8.4.2. Corrective Action Plans. AFCEC, AFRC, and ANGRC will assist installations in development and execution of Corrective Action Plans for Environment, Safety, and Occupational Health Council (ESOHC) review and approval, as requested. **(T-1)**.

8.4.2.1. AF installations and AFR units/bases shall develop and document Corrective Action Plans in the AF Finding Tracker Tool in accordance with the Commander's Inspection Program. **(T-1)**. Installations may supplement this documentation with local Corrective Action Plan forms and tools. Use of local Corrective Action Plan forms and tools should be documented in installation supplements on eDASH, as appropriate.

8.4.2.2. ANG installations shall develop and document Corrective Action Plans in the ANG Environmental Data Assessment Reporting Tool within 30 days following an external EMS audit and environmental compliance inspection. **(T-1)**. Corrective Action Plans must be approved by the ESOHC within 60 days. **(T-1)**.

8.4.3. Each multi-site and installation Environmental Management System (EMS) shall supplement this instruction or ANG procedures using eDASH/VEMO to document organization-specific procedures related to corrective and preventive actions. **(T-3)**.

8.5. Environmental Management System (EMS) Conformance.

8.5.1. Each multi-site and installation EMS will determine conformance with DoDI 4715.17 and the requirements of this Instruction during program-level inspections. **(T-0)**. ANG installations must also determine conformance with the ANG EMS. **(T-0)**. Conformance shall be evaluated during Management Reviews and documented on eDASH/VEMO. **(T-1)**. (Note: The overall Air Force EMS is in conformance if 80% of appropriate facilities/organizations are judged to be in conformance with the AF EMS as defined in this Instruction).

8.5.2. AF and ANGRC inspectors will determine whether an installation is in conformance with DoDI 4715.17 and the requirements of this Instruction during the UEI cycle. **(T-0)**.

8.5.3. Consider a multi-site and installation EMS non-conforming if there is one or more major deficiencies documented during program-level or external inspections.

8.5.3.1. All installations with documented major deficiencies must declare conformance with DoDI 4715.17 within 180 days of completion of the UEI cycle. **(T-0)**. This includes completing associated corrective actions and verifying effectiveness before re-declaring conformance.

8.5.3.2. Re-declaration of conformance must be approved by the ESOHC and documented in the Management Review Tool on eDASH/VEMO. **(T-1)**.

WARREN D. BERRY, Lieutenant General, USAF
DCS/Logistics, Engineering, and Force Protection

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

Title 10 USC Section 101(e)(3), *Definitions*

Title 33 USC Sections 1251-1387, *Clean Water Act*

Title 42 USC Sections 300f-300j-26, *Safe Drinking Water Act*

Title 42 USC Sections 4321-4347, *The National Environmental Policy Act*

Title 42 USC Sections 6901-6992k, *Resource Conservation and Recovery Act*

Title 42 USC Section 7401, *Clean Air Act*

32 CFR Part 187, *Environmental Effects Abroad of Major Department of Defense Actions*

40 CFR Part 266.201, *Definitions*

32 CFR Part 989, *Environmental Impact Analysis Process*

ISO 14001:2015, *Environmental management systems—Requirements with guidance for use*, 15 September 2015

ISO/International Electrotechnical Commission Standard 17025:2017, *General requirements for the competence of testing and calibration laboratories*, 29 November 2017

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

EO 13834, *Efficient Federal Operations*, 17 May 2018

JP 1-02, *Department of Defense Dictionary of Military and Associated Terms*, 8 November 2010

JP 3-27, *Homeland Defense*, 10 April 2018

DoD 4715.05-G, *Overseas Environmental Baseline Guidance Document*, 1 May 2007

DoD Directive 5530.3, *International Agreements*, 11 June 1987

DoDI 4105.72, *Procurement of Sustainable Goods and Services*, 7 September 2016

DoDI 4715.05, *Environmental Compliance at Installations Outside the United States*, 1 November 2013, Incorporating Change 1, 5 October 2017

DoDI 4715.06, *Environmental Compliance in the United States*, 4 May 2015

DoDI 4715.08, *Remediation of Environmental Contamination Outside the United States*, November 1, 2013, Incorporating Change 2, 31 August 2018

DoDI 4715.15, *Environmental Quality Systems*, 17 April 2017

DoDI 4715.17, *Environmental Management Systems*, 15 April 2009

DoD FAR 52.223-5, *Pollution Prevention, and Right-to-Know Information*, 31 May 2011

DoD FAR 52.223-19, *Compliance with Environmental Management Systems*, 31 May 2011

DFARS Part 223, *Environment, Energy and Water Efficiency, Renewable Energy Technologies, Occupational Safety, and Drug-Free Workplace*, 30 September 2014

DoD Policy Memorandum on *DERP funding eligibility for ANG bases*, 28 November 2017

HAF MD 1-18, *Assistant Secretary of the Air Force (Installations, Environment, and Energy)*, 10 July 2014

AFPD 32-70, *Environmental Considerations in Air Force Programs and Activities*, 30 July 2018

AFPD 35-1, *Public Affairs Management*, 8 March 2018

AFPD 90-8, *Environment, Safety, & Occupational Health Management and Risk Management*, 14 March 2017

AFI 10-2501, *Air Force Emergency Management Program*, 19 April 2016

AFI 21-113, *Air Force Metrology, and Calibration Management*, 03 June 2016

AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreement Procedures*, 18 October 2013

AFI 32-1023, *Designing and Constructing Military Construction Projects*, 19 November 2015

AFI 32-7020, *The Environmental Restoration Program*, 7 November 2014

AFI 32-7091, *Environmental Management Outside the United States*, 18 March 2016

AFI 33-360, *Publications and Forms Management*, 01 December 2015

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

AFI 35-101, *Public Affairs Responsibilities and Management*, 12 January 2016

AFI 35-105, *Community Relations*, 23 June 2017

AFI 35-108, *Environmental Public Affairs*, 14 July 2015

AFI 51-403, *International Agreements*, 08 February 2019

AFI 65-601V1, *Budget Guidance and Procedures*, 24 October 2018

AFI 90-201, *The Air Force Inspection System*, 20 November 2018

AFI 90-801, *Environment, Safety, and Occupational Health Councils*, 4 August 2016

AFI 90-2002, *Air Force Interactions with Federally-Recognized Tribes*, 19 November 2014

AFMAN 10-206, *Operational Reporting (OPREP)*, 18 June 2018

AFMAN 10-2502, *Air Force Incident Management System (AFIMS) Standards and Procedures*, 13 September 2018

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

AFMAN 65-605, Volume 1, *Budget Guidance and Technical Procedures*, 24 October 2018

AF/A4 Basing and Logistics Flight Plan, *Civil Engineering Annex*, 18 February 2019

Prescribed Forms

None

Adopted Forms

DD Form 1144, *Support Agreement*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFCEC—Air Force Civil Engineer Center

AFI—Air Force Instruction

AFIMSC—Air Force Installation and Mission Support Center

AFIT—Air Force Institute of Technology

AFMAN—Air Force Manual

AFLOA—Air Force Legal Operations Agency

AFMC—Air Force Materiel Command

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

ANG—Air National Guard

ANGRC—Air National Guard Readiness Center

CE—Continual Evaluation

CFR—Code of Federal Regulations

CFT—Cross-Functional Team

CONUS—Continental United States

DD—Defense Department

DENIX—DoD Environment, Safety, and Occupational Health Network and Information Exchange

DoD—Department of Defense

DoDI—Department of Defense Instruction

EA—Enforcement Action

EAP—Environmental Action Plan

EASIER—Enforcement Actions, Spills, and Inspections Environmental Reporting

EIP—Environmental Inspection Process

EMS—Environmental Management System

EO—Executive Order

EPA—Environmental Protection Agency
ERP—Environmental Restoration Program
ESOHC—Environment, Safety, and Occupational Health Council
FAR—Federal Acquisition Regulation
GC—General Counsel
GCN—Deputy General Counsel for Installations, Energy, and Environment
GMAJCOM—Gaining Major Command
HAF—Headquarters Air Force
HNEA—Host Nation Enforcement Action
HQ—Headquarters
HVEA—High Visibility Enforcement Action
IEF—Intermediate Environmental Function
IGEMS—Inspector General Evaluation Management System
IMA—Individual Mobilization Augmentee
IPL—Integrated Priority List
ISO—International Organization for Standardization
JA—Judge Advocate
JP—Joint Publication
MAJCOM—Major Command
MD—Mission Directive
MICT—Management Internal Control Toolset
NGB—National Guard Bureau
OCONUS—Outside of the Continental United States
OPR—Office of Primary Responsibility
OSD—Office of the Secretary of Defense
PA—Public Affairs
PEM—Program Element Monitor
PFAS—Per-/Polyfluoroalkyl Substances
POM—Program Objective Memorandum
PPBE—Planning, Programming, Budgeting, and Execution
PSU—Primary Subordinate Unit
RAM—Resource Allocation Model

RCO—Regional Counsel Office

RegAF—Regular Air Force

SAC—Self-Assessment Communicator

SAF—Secretary of the Air Force

SE—Safety

SG—Surgeon General

SJA—Staff Judge Advocate

SME—Subject Matter Expert

TEACH—The Environmental Awareness Course Hub

TEAM—The Environmental Assessment Management (Guide)

UEC—Unit Environmental Coordinator

UEI—Unit Effectiveness Inspection

US—United States

USAF—United States Air Force

USC—United States Code

VEMO—Virtual Environmental Management Office

Terms

Active Duty—Full-time duty in the RegAF military service of the United States. This includes Airmen of the Reserve Components serving on active duty or full-time training duty but does not include full-time National Guard duty.

Active Installation—A military installation that is currently in service and being regularly used for military activities.

Activity Management Plan—A plan developed for an activity that uses multi-disciplinary management techniques (including financial, engineering, planning, programming, environmental, Information Technology, risk management, and administration) over the lifecycles of the assets (when built assets are involved) and applies them, in the most cost-effective manner, to achieve specified Air Force levels of service. Activity Management Plans define the Civil Engineer business processes, requirements, and risk management for providing facilities, utilities, transportation, and Natural Infrastructure. Activity Management Plans follow a structure that includes standardized level of services, key performance indicators, environmental compliance, programming, and training requirements. Examples of Activity Management Plans include natural infrastructure, utility, airfield pavement, facility operations, and emergency services.

Air Force Emergency Management Program—The single, integrated Air Force program implementing the mission, vision, strategic goals, and objectives along with the management framework of the Air Force EM program to prevent, prepare for, respond to, recover from, and mitigate the direct and indirect consequences of an emergency or attack. The Director of Civil Engineering, AF/A4C, manages the Air Force EM program.

Air Force Installation and Mission Support Center (AFIMSC)—A center which provides centralized management of installation and mission support capabilities across the Air Force and is subordinate to AFMC.

Air Force Learning Committee—This committee provides senior leader guidance regarding the focus and subject matter of Air Force programs developing institutional competencies through Air Force education and ancillary training. The committee is the gatekeeper process to vet new ancillary training requirements, establish priorities, and determine efficient delivery options for the Total Force.

Air Force Reserve—The Air Force Reserve is a reserve component of the Air Force to provide a reserve for active duty. It consists of the members of the officers' section of the Air Force Reserve and of the enlisted section of the Air Force Reserve. It includes all Reserves of the Air Force who are not members of the Air National Guard of the United States. The purpose of each reserve component is to provide trained units and qualified persons available for active duty in the armed forces, in time of war or national emergency, and at such other times as the national security may require, to fill the needs of the armed forces whenever more units and persons are needed than are in the regular components.

Air Force Reserve Command—AFRC is a MAJCOM of the United States Air Force, with its headquarters stationed at Robins Air Force Base, Georgia. Unless otherwise specified, refers to unit-assigned, selected reservists, Individual Mobilization Augmentees (IMAs), Individual Ready Reserve, Standby Reserve, and the Retired Reserve. Commander, Air Force Reserve Command has oversight over the management and mobilization of IMAs.

Air National Guard—The part of the organized and federally recognized military force of the several states, the District of Columbia, and the territories of the Virgin Islands, Guam, and Puerto Rico that is in an Air Force.

Asset Management—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. A structured approach to managing Air Force assets based on business case principles standardizing levels of service and balancing cost, risk, and benefits to maximize the value of assets to the Air Force mission.

Base Comprehensive Asset Management Plan (BCAMP)—The BCAMP (previously known as the Capital Improvements Plan) integrates all the primary elements of traditional physical planning, current land use, vicinity land use, existing base layout and facilities, existing transportation systems, and each of the corresponding future plans into one document. Land use and transportation significantly influence development of the BCAMP. The BCAMP identifies in more detail the physical location of projects approved for funding or programmed for funding. The BCAMP integrates Military Construction; Operations and Maintenance; Natural Infrastructure, Military Family Housing; Non-Appropriated Funds; Morale, Welfare, and Recreation programs; industrially-funded depot maintenance; and other source-funded projects that significantly affect facilities and land development. All BCAMP projects shall reflect in their appropriate Asset Management Plan, but only key development projects will be included in the BCAMP.

Built Infrastructure—Installations, facilities and other fixed (i.e., permanent) and man-made assets essential to project, support, and sustain military forces and operations worldwide. These include buildings, airfields, roads/bridges, utility systems, stores of military equipment, and

maintenance stations necessary for the support of military forces, whether they are stationed in bases, being deployed or engaged in operations. See Joint Publication (JP) 1-02, *Department of Defense Dictionary of Military and Associated Terms*, and JP 3-27, *Homeland Defense*.

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

Capacity—The ability of natural infrastructure 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.

Civil Engineering Annex—The Annex to the Basing and Logistics Flight Plan (AF/A4) outlines how the Civil Engineer Enterprise will continue to enable Air Force missions by proving ready engineers, resilient power projection platforms/installations, and an agile and innovating environment to develop and empower Airmen. The lines of effort and subordinate objectives identified within will deliver Resilient and Right-Sized Installations and Agile, Innovative, Ready Airmen Engineers. The CE Annex was informed by a November 2017 CE Strategy Summit that represented views from all levels of the CE Enterprise.

Combatant Command—A unified or specified command with a broad continuing mission under a single commander established and so designated by the President, through the Secretary of Defense and with the advice and assistance of the Chairman of the Joint Chiefs of Staff. Combatant commands have geographic or functional responsibilities.

Compliance Agreement—A multi-party agreement, consent order, interagency agreement, or other compliance document negotiated between a regulatory agency located in the United States or a United States territory and the installation.

Compliance Management Plan (CMP)—The CMP outlines the Department of Defense (DoD) Environmental Programs and provides a road map of processes use by the Office of the Secretary of Defense (OSD) to ensure DoD operations comply with applicable Executive Orders and DoD policies issued to meet environmental laws and regulations. The CMP acts as the overarching DoD higher-tier Environmental Management System (EMS) with a framework to be emulated at all DoD Component levels, especially appropriate facilities.

Conformance—The measure of how well an organizational-level's EMS or the appropriate facility meets the requirements of its EMS and the International Organization for Standardization's 14001, standard identified in this Instruction and other policies, or other requirements established by DoD, AF, ANG, installations, and in accordance with the Air Force's EMS declaration of conformance protocol. An EMS with minor non-conformances can be considered conformant as long as corrective action is defined, planned, and endorsed (i.e., "recognized") by senior management. An EMS with non-reconciled major deficiencies cannot be considered in conformance.

Continual Evaluation (CE)—The routine monitoring of performance indicators (leading and lagging). This includes data analysis of metrics, data systems, inventory controls, requests for assistance, Management Internal Control Toolset, and/or any reporting system within the

functional community. Although continual evaluation activities are not inspections, they provide accurate and functionally-assessed data upon which Inspector Generals at all levels base inspection sampling strategies and grading conclusions. See AFI 90-201.

Continual Improvement—Recurring activity to enhance the EMS and its environmental programs, and this Instruction and instructions, policies, or other requirements established by DoD, AF, ANG, installations, or other organizations.

Contracting Office—For the purposes of this instruction the contracting office is the office designated to support the requiring activity for contracting actions and business advice.

Contracting Officer—A Service member or Department of Defense civilian with the legal authority to enter into, administer, modify, and/or terminate contracts.

Cross-Functional Team (CFT)—Group of personnel (military, civilian, and contractors), typically at installation-level, representing key organizations identified by the CFT Chair.

CFT Chair—Personnel responsible for ensuring that EMS requirements are developed, implemented, and maintained, and reporting to the Environment, Safety, and Occupational Health Council (ESOHC) on EMS performance and effectiveness, including recommendations for improvement. CFT Chairs are appointed by the Installation Commander or ESOHC Chair and must be no lower than a deputy group commander/director or equivalent position.

Deficiency—An inspection finding that has been validated against established guidance.

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

Enforcement Actions, Spills, and Inspections Environmental Reporting (EASIER)—An Air Force-wide data collection and environmental reporting application for reporting enforcement actions, spills and inspections starting at the installation and routing to Air Staff.

eDASH—An online Microsoft SharePoint (™) tool is the central repository and information sharing for AF enterprise-wide environmental programs supporting installations and MAJCOMs. Primary one-stop source for environmental procedures, non-directive guidance and best practices. It provides the Air Force Civil Engineer Center to ability to establish standard procedures and performance standards for more efficient and effective information management and exchange, communication and program reviews for environmental and sustainability programs at all levels. Pages and tools contained within eDASH function as an electronic EMS manual and performance tracker to ensure conformance and mission effectiveness (if maintained as described in this Instruction). Finally, eDASH provides AF subject matter experts the ability to provide online technical support to the installations and use standard tools for carrying out data collection and reporting from the installations to reduce the burden of manual data collection tasks on the installations. As of the date of this publication, the link to eDASH is: (<https://cs2.eis.af.mil/sites/10040/>)

Effectiveness—The extent to which planned activities are realized and planned results are achieved. Overall EMS effectiveness is determined based on four criteria: leadership commitment, risk management, planning, and compliance.

Emergency Preparedness—Measures taken in advance of an emergency to reduce the loss of life and property and to protect a nation's institutions from all types of hazards through a

comprehensive emergency management program of preparedness, mitigation, response, and recovery.

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 and the DoD intends to do so for the foreseeable future. Enduring locations include main operating installations, forward operating sites, and cooperative security locations. See DoDI 4715.05, and DoDI 4715.08 and AFI 32-7091.

Enforcement Action (EA)—A written notification by the Environmental Protection Agency (EPA) or other authorized federal, state, inter-state, regional, or local environmental regulatory agency of violation of any applicable statutory or regulatory requirement. The Enforcement Actions, Spills, and Inspections Environmental Reporting (EASIER) Tool is used to establish consensus whether a written notice of noncompliance is designated as an EA. The following criteria are used to determine whether a written notification is an EA:

- (a) A written notification may include a letter, inspection report, field citation, e-mail message, unilaterally issued compliance order, or other written correspondence sent from a regulatory agency by a person authorized to issue notices of violation and other incidences of noncompliance.
- (b) The content of the letter (not the subject line or title on the letter) determines whether a written notification is an EA. For example, if the subject line or title states “potential,” “possible” or “alleged” violation, but the text of the letter clearly states the installation is not in compliance with a regulatory requirement (e.g., cites violations of environmental laws or regulations), then it is reported as an EA in accordance with this Instruction.
- (c) EAs include notifications of violation of applicable permits, consent agreements, and compliance orders.
- (d) EAs do not include warning letters or verbal notices of deficiencies to permit applications.
- (e) EAs do not include written communications that do not cite a violation of an applicable environmental law or regulation, or notices of deficiencies to permit applications.
- (f) Internal or other AF review, compliance review, audit, or inspection that identifies a violation of any applicable statutory or regulatory requirement is not to be counted as an EA.

Engineering Controls—Management of facility operations using engineering principles (e.g., facility design, operation sequencing, equipment selection, or process limitations).

Environment, Safety, and Occupational Health Council (ESOHC)—The Environmental, Safety, and Occupational Health group that conducts an annual review including policies and programs, establishes goals, monitors progress, and advises leadership. See AFI 90-801.

Environmental Action Plan (EAP)—A comprehensive plan developed under the installation EMS or developed at the EMS organizational or programmatic level to address environmental aspects, encroachment issues, or other DoD/AF priorities. The Environmental Action Plan will contain a vision, objectives, and targets, and document action items or tasks (with performance indicators) to achieve 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 Assessment—Concise report assessing whether an Environmental Impact Statement is required or whether a Finding of No Significant Impact may be signed for a proposed action. The Environmental Assessment is used as an aid to decision-making when the potential for environmental effects in a proposal is reasonably certain and believed to be insignificant and a categorical exclusion is not appropriate or available. An Environmental Assessment provides an analysis of the potential environmental effects of the proposed action, reasonable alternatives, and a no-action alternative.

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 Impact Analysis Process—An AF-specific process that defines a systematic, interdisciplinary approach to making environmentally informed decisions, consistent with the *National Environmental Policy Act* and the President's Council on Environmental Quality Regulations for implementation.

Environmental Management Plan (EMP)—A plan that contains common content, applicable across the AF, as well as installation-specific content. Working copies of EMPs are maintained in the eDASH Standardized EMP Repository. Final versions of EMPs are maintained on installation eDASH sites. ANG installations should contact their ANGRC Program Manager with questions concerning standardized plans and templates.

Environmental Management System (EMS)—An EMS is a systemic approach to handling environmental issues within an organization. In accordance with DoDI 4715.17, the ISO 14001:2015 standard is the basis for the AF EMS. 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.

Environmental Quality—The combination of three traditional environmental pillars that need to be managed to ensure the protection of the natural infrastructure and compliance with environmental regulations. These encompass the program elements of compliance, conservation, and pollution prevention.

Environmental Restoration Program—The comprehensive program designed to address restoration of the environment affected by Air Force activities.

Environmental Programming Execution Tool—This is the Air National Guard’s tool for PPBE which functions both as a project management tool and a single authoritative electronic repository for project and fiscal details on environmental budget requirements.

Federal Actions—Actions that are implemented or funded directly by the United States Government. Federal actions do not include actions in which the United States Government (to include the Air Force and Air Force subdivisions, (e.g., organizations, units, commands)) participates in an advisory, information-gathering, representational, or diplomatic capacity but does not implement or fund the action; actions taken by a foreign government or in a foreign country in which the United States Government is a beneficiary of the action, but does not

implement or fund the actions; and actions in which foreign governments use funds derived indirectly from United States Government funding. See 32 CFR Part 187.

Final Governing Standard—A comprehensive set of country-specific substantive environmental provisions or a specific management practice developed in accordance with DoDI 4715.05 and AFI 32-7091.

Force Protection—Preventive measures taken to mitigate hostile actions against DoD personnel (to include family members), resources, facilities, and critical information.

Foreign Nation—Any geographic area (land, water, and airspace) that is under the jurisdiction of one or more foreign governments; any area beyond the states, territories, or possessions of the United States under military occupation by the United States alone or jointly with any other foreign government; and any area that is the responsibility of an international organization of governments. “Foreign nation” includes contiguous zones and fisheries zones of foreign nations. “Foreign government” in this context includes governments regardless of whether recognized by the United States, political factions, and organizations that exercise governmental power outside the United States. See AFI 32-7091.

Geographic Combatant Command—A unified combatant command with responsibilities for a geographic region in support of United States strategic objectives. Its mission is to maintain command and control of United States military forces in a designated area of the world in peacetime as well as in conflict.

Government-Owned, Contractor-Operated—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.

High Visibility Enforcement Action (HVEA)—An EA that meets the following criteria:

- (a) Significant adverse public response (or high potential for it) – includes media and litigation;
- (b) Fines and/or penalties over \$25,000 assessed;
- (c) Loss of life or significant adverse impact to human health or environment (or high potential for it);
- (d) Order or Agreement issued;
- (e) More than 180 days to corrective action process complete for ‘Administrative’ EAs/HNEAs (**Note:** Do not count time in ‘Pending’ status);
- (f) More than 270 days to corrective action process complete for ‘Operational’ EAs/HNEAs (**Note:** Do not count time in ‘Pending’ status);
- (g) More than 365 days to corrective action process complete for ‘Project’ EAs/HNEAs (**Note:** Do not count time in ‘Pending’ status);
- (h) Financial impact/project cost over \$50,000;
- (i) Significant mission impact or threat of significant impact (e.g., loss of flying hours, loss/damage of built infrastructure, etc.);
- (j) Repeat of an undisputed EA/HNEA;
- (k) Covers violations in more than one program area and regulated by the same law or regulation (e.g., an EA/HNEA that includes underground storage tanks and hazardous waste violations under 42 USC §6901-6992k, *Resource Conservation and Recovery Act*); or

(l) Places the installation on EPA's Significant Noncompliance List.

Host Nation Enforcement Action (HNEA)—A formal, written notification by the appropriate Host Nation Governmental Authority to an installation located outside the U.S. and its territories indicating non-compliance with the environmental requirements of an international agreement, host nation statute, or host nation regulation. The Enforcement Actions, Spills, and Inspections Environmental Reporting (EASIER) Tool is used to establish consensus whether a written notice of noncompliance is designated as a HNEA. The following criteria are used to determine whether a written notification is a HNEA:

- (a) Items found to be out of compliance during an internal or other AF review, compliance review or audit, are not to be counted as (included in this definition of) HNEA.
- (b) The written notification need not cite the specific standard or criteria of the applicable Final Governing Standard, Overseas Environmental Baseline Guidance Document, or another requirement source to be met.
- (c) The written notification need not request or direct the installation to take corrective action.
- (d) HNEA do not include warning letters, verbal notices of deficiencies (e.g., field inspection notes versus field citations), or notices of deficiencies to permit applications.
- (e) If the written notification cites a standard that is not contained in the Final Governing Standard or Overseas Environmental Baseline Guidance Document, installations should consult AFCEC, RCOs, or the appropriate organizational-level for guidance. AFCEC, RCOs, or the appropriate organizational-level will consult the MAJCOM/JA and appropriate Lead Environmental Component, if necessary, to determine if compliance with the Host Nation requirement is mandatory. If compliance with the Host Nation requirement is mandatory, then the notification of violation of that Host Nation standard is treated as a HNEA.

Integrated Process Team—A multi-disciplinary group of individuals, who are collectively responsible for delivering a defined process. The team is composed of personnel who plan, execute, and implement life cycle decisions for the system being acquired. It includes empowered representatives (stakeholders) from all of the functional areas involved with the process (i.e., design, manufacturing, test and evaluation, logistics personnel, and especially, the customer). Because the activities relative to a system's acquisition change and evolve over its life cycle, the roles of various process teams and its members evolve.

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. See DoDI 4715.05, DoDI 4715.08, and AFI 32-7091.

Installation Commander—The commander of a base, camp, post, station, yard, center, homeport facility for any ship, or other activity under the jurisdiction of the DoD, including any leased facility. It does not include any facility used primarily for civil works, rivers and harbors projects, flood control, or other projects not under the primary jurisdiction or control of the DoD. For the purpose of this regulation, the term 'installation commander' denotes that person ultimately responsible for the provision and integration of all the installation's base support services and infrastructure. On a Joint Base, this will be the supporting service's commander. However, the mission commander for supported services shall be included in the approval process for installation documents that effect the supported service.

Intermediate Environmental Function—The AFIMSC Det 2, Pacific Division, Environmental Branch; AFIMSC Det 4, Europe Division, Environmental Branch; AFCEC/CZO Installation Support Section; AFCEC/CZO Regional Support Branches (East, Central, West); entities responsible for providing environmental engineering support to a specific RegAF installation, organization, command, or activity located within the United States or operating outside the United States. NGB/A4V and AFRC/A4CA fulfill the roles and responsibilities of the Intermediate Environmental Function for ANG and Air Force Reserve installations/units respectively.

International Agreement—A multilateral or bilateral agreement, such as an installation's rights or access agreement, a Status of Forces Agreement, or any other oral or written agreement concluded between authorized representatives of the United States government and one or more foreign governments (including agencies, instrumentalities, and political subdivisions) or an internal organization. See Department of Defense Directive 5530.3, *International Agreements*, and AFI 51-403, *International Agreements*.

Joint Base—A location designated in Defense Base Realignment and Closure Commission report as having installation management functions transferred from one or more installations to another installation.

Lead Environmental Component—The Secretary of a Military Department, Combatant Commander, or Sub-Unified Commander specifically designated by the Assistant Under Secretary of Defense for Energy, Installations, and Environment (ASD(EI&E)) to execute the responsibilities prescribed in DoDI 4715.05 and DoDI 4715.08 for environmental matters associated with DoD installations in specific foreign nations.

Life Cycle—From system concept development through disposal; total phases through which an item passes from the time it is initially developed until it is either consumed in use or disposed.

Major Command (MAJCOM)—Regular Air Force MAJCOMs include Air Combat Command, Air Education and Training Command, Air Force Materiel Command, Air Force Space Command, Air Force Global Strike Command, Air Force Special Operations Command, Air Mobility Command, Pacific Air Forces Command and United States Air Forces in Europe.

Management Review—A process used to evaluate the suitability, adequacy, and effectiveness of the EMS (e.g., Program Management Review). 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.

Multi-site EMS—An EMS that encompasses more than one installation or facility, such as the ANG multi-site EMS.

National Environmental Policy Act (NEPA)—Becoming law on January 1, 1970, the act establishes national environmental policy and goals for the protection, maintenance, and enhancement of the environment and provides a process for implementing these goals within US federal agencies. The Act also establishes the Council on Environmental Quality (CEQ).

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

Natural Resources—All elements of nature and their environments of soil, sediments, air, and water. Those consist of two general types, as follows:

(a) **Earth Resources**—Non-living resources such as minerals and soil components.

(b) **Biological Resources**—Living resources such as plants and animals.

Operational Range—According to Title 10 United States Code § 101(e)(3), *Definitions*, “a range that is under the jurisdiction, custody, or control of the Secretary of a military department and that is used for range activities, or although not currently being used for range activities, that is still considered by the Secretary to be a range and has not been put to a new use that is incompatible with range activities.” Includes “active ranges” and “inactive ranges” according to Title 40, Code of Federal Regulations, Part 266.201, *Definitions*, current edition.

Operations And Maintenance—In the Department of Defense, this is the maintenance and repair of real property, operation of utilities, and provision of other services such as refuse collection and disposal, entomology, snow removal, and ice alleviation.

Organizational-level EMS—An 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, such as the Air Force EMS.

Overseas—A geographic area located outside the jurisdiction of the United States, which includes land and associated territorial sea, contiguous zones, and exclusive economic zones of the United States; an area outside of the United States (e.g., a foreign nation). For the purposes of this AFI, overseas bases will be considered enduring bases as defined in DoDI 4715.05 and AFI 32-7091.

Overseas Environmental Baseline Guidance Document—Implementation guidance, procedures and criteria for environmental compliance at DoD installations in foreign countries. This document is used to develop Final Governing Standards and, in the case where no Final Governing Standards exist, provides the compliance criteria for use by the Air Force.

Program Element Monitor (PEM) Parade—Planning, Programming, Budgeting, and Execution (PPBE) term typically referring to the annual phase in the budget planning process when the PEM must prepare to defend his/her program baseline with the HQ corporate board as part of the development of the Program Objective Memorandum (POM) submission. During this “parade” a series of briefings will occur with each PEM building the case for identifying baseline requirements and advocating any requests to address disconnects (funding shortfalls) and potential offsets (where funds could come from).

Playbook—Interactive, web-based tool designed to improve, standardize, and implement Civil Engineering processes across a dispersed workforce. Playbooks provide a rapid, centralized means to supplement existing policy, such as AFPDs and AFIs, with intuitive, non-directive guidance and new information. These tools are built using Civil Engineering expertise at all organizational levels, and include roles and responsibilities, step-by-step instructions, job aids, process flows, and links to relevant laws, regulations, and policies. Civil Engineering Playbooks are on the HAF A4C Portal at this link as of the date of this publication: (<https://cs2.eis.af.mil/sites/10041>)

Pollution Prevention—An environmental risk management strategy for environmental aspects associated with the processes or activities that generate pollutants.

Pollution Prevention Opportunity Assessment—A 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. These assessments focus on the entire process allows identification of multiple potential opportunities for the various sub-processes.

Primary Subordinate Unit (PSU)—A unit that performs part or all of the primary mission of the organization to which it is assigned. See AFPD 32-70.

Program Objective Memorandum (POM)—A biannual memorandum submitted to the Secretary of Defense from each military department and defense agency. It proposes total program requirements for the next six years. It includes rationale for planned changes from the approved future years' defense program baseline within the fiscal guidance issued by the Secretary of Defense.

Program Management Review—An annual review of each environmental, safety, and occupational health function in accordance with AFI 90-801. Program Management Reviews include a review of management system conformance and Unit Effectiveness Inspection results. For the environmental function, the annual Program Management Review is the EMS Management Review.

Regional Counsel Office (RCO)—A branch of AFLOA/JACE with Eastern and Western Regional Offices seated with the Eastern and Western branches of AFCEC/CZP. The RCO is the primary negotiator of all disputed administrative environmental matters that may result in litigation, administrative action, payment of fines, penalties, and supplemental environmental projects. The RCO is the primary legal advisor to AFCEC/CZP and is responsible for classifying all enforcement actions on behalf of AFLOA/JACE.

Resource Allocation Model (RAM)—Method of standardizing and integrating the collection, recording, and reporting of Environmental Quality requirements data during the PPBE process. The RAM links the Environmental Quality budget and historical requirements, which helps to identify regulatory driven changes early in the programming process. It also provides senior leaders clear visibility of Environmental Quality requirements and associated costs by installation, across the entire AF portfolio, and through the Future Year Defense Program.

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—The process to identify, assess, and control risks and make decisions that balance risk cost with mission benefits.

Significant Environmental Aspect—An environmental aspect that has or can have a significant environmental impact. The significance of impacts is determined by the application of local or AF-wide standardized criteria to help with the prioritization of aspects at the enterprise level.

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

Subject Matter Expert (SME)—An expert in EMS or environmental programs, usually located at AFCEC, AFRC, or ANGRG.

Supplemental Environmental Projects—Projects performed in lieu of fines and penalties levied by the EPA or other regulatory agency. The AF views Supplemental Environmental Projects as equivalent to paying a fine, therefore, the funding guidance for fines and penalties also applies to Supplemental Environmental Projects.

Support Agreement—An intra-service, intra-agency, or inter-agency support agreement for a Supplier to provide support to a Receiver. It can take the form of a Defense Department (DD) Form 1144, *Support Agreement*, Memorandum of Agreement, or Memorandum of Understanding. It is used to document recurring support in order to provide the unit commander with the capability to ensure resources are expended wisely and to help eliminate unnecessary resource duplication. It can also be used for single or non-recurring reimbursable support and non-reimbursable support.

Sustainability—The ability to operate in the future without decline, either in the mission or the natural and manmade systems that support it. Allows an installation to meet present mission requirements without compromising its ability to meet future requirements. Sustainability also conserves limited natural resources (including land and fossil fuels) through compact, mixed-use development.

The Environmental Awareness Course Hub (TEACH)—Web-based learning platform managed by AFCEC/CZ delivers distance learning environmental courses to the Total Air Force. It trains AF airmen, civilian and support workforce to accomplish the mission in an environmentally sustainable manner.

The Environmental Assessment Management (TEAM) Guide—The U.S. TEAM Guide offers federal facility environmental managers a comprehensive, unified approach to environmental compliance assessments. It eliminates duplication in the creation of compliance protocols for the military services and civilian federal agencies. The TEAM Guide and its State and Agency supplements address compliance in the areas of: air quality, cultural and natural resources, environmental management systems (EMS), hazardous materials and waste, pesticide management, pollution prevention, energy conservation, petroleum, oils and lubricants, storage tanks, solid waste management, toxic substances, water quality and more.

Unit Environmental Coordinator (UEC)—Single point of contact within each unit to ensure the installation complies with environmental requirements and address organization mission considerations impacted by environmental requirements. UECs help to bridge the gap between Commanders, the environmental staff, and the shops where much of the activity takes place. They are the “eyes and ears” for the Commander and the focal point for environmental activities within their respective units.

United States—The several States, the District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, American Samoa, Guam, Midway and Wake Islands, the United States Virgin Islands, any other territory or possession of the United States, and associated navigable waters, contiguous zones, and ocean waters of which the natural resources are under exclusive management authority of the United States.

Virtual Environmental Management Office (VEMO)—Pages and tools contained within VEMO function as an electronic EMS manual and performance tracker to ensure conformance and mission effectiveness (if maintained as described in this Instruction). VEMO is also used as a tool to aid in communication between ANGRC and individual ANG bases. As of the date of this publication, this is the link to VEMO: (<https://intelshare.intelink.gov/sites/vemo>)

Attachment 2

AF ORGANIZATIONAL-LEVEL EMS HIERARCHICAL APPROACH

Table A2.1. EMS Hierarchical Approach.

Organizational-Level	Requirements
HAF	<ul style="list-style-type: none"> - Environmental Policy (AFPDs) - Directive Guidance (AFIs, AFMANs) - Roles and Responsibilities (AFIs, AFMANs) - Operational Controls and Resources - Legal and Other Requirements (Regulations, DoD, AF, etc.) - EAPs and Performance Indicators (AF-level objectives, targets, and metrics) - Communication (horizontal and vertical) - Document and Records Management - Competence, Training, and Awareness - Monitoring and Measurement (data collection and analysis; reporting to higher headquarters) - Management Review (ESOHCs, Steering Committees, Program Management Reviews)
MAJCOM	<ul style="list-style-type: none"> - Programs - Operational Controls and Resources - Supplemental Guidance (MAJCOM instructions) - Roles, and Responsibilities (MAJCOM instructions, policies, and guidance) - Communication (to higher and lower levels) - Monitoring and Measurement (data collection and analysis; reporting to higher headquarters) - EIP (self-inspection and external inspection oversight) - Corrective and Preventive Action - Management Review (ESOHCs, Steering Committees, Program Management Reviews)
AFIMSC	<ul style="list-style-type: none"> - Programs - Operational Controls and Resources - Roles, and Responsibilities (AFIs, AFMANs, AFIMSC instructions, policies, and guidance)

	<ul style="list-style-type: none"> - Communication (to higher and lower levels) - Monitoring and Measurement (data collection and analysis; reporting to higher headquarters) - EIP (self-inspections) - Corrective and Preventive Action
AFCEC	<ul style="list-style-type: none"> - Scope (AF List of EMS Appropriate Facilities) - Programs - Operational Controls and Resources - Roles, and Responsibilities (AFIs, AFMANs, AFIMSC instructions, Playbooks, eDASH) - Aspects and Impacts (AF Standardized List of Aspects and Impacts) - Federal and Higher Headquarters Legal and Other Requirements - EAPs and Performance Indicators (objectives, targets, and metrics) - Communication (horizontal and vertical) - Document and Records Management - Emergency Preparedness and Response Procedures - Competence, Training, and Awareness - Monitoring and Measurement (data collection and analysis; reporting to higher headquarters) - EIP (self-inspections; installation-level self-inspection and external inspection oversight) - Corrective and Preventive Action - Management Review (Program Management Review)
ANGRC	<ul style="list-style-type: none"> - EMS Administration - EMS Scope (ANG List of EMS Appropriate Facilities) - Environmental Policy (Communicate AFD 90-8, AFIs, AFMANs) - Environmental Aspects & Impacts - Legal and Other Requirements (Regulations, DoD, AF, ANG, etc.) - Objectives, Targets, and Programs (Action Plans) - Resources, Roles, Responsibility, and Authority

	<ul style="list-style-type: none"> - Training, Competence, and Awareness - Communication - Documentation and Document Control - Operational Controls - Emergency Preparedness and Response - Monitoring and Measurement (Environmental Reporting) - Environmental Inspection Process (Evaluation of Compliance; Nonconformity, Corrective Action, and Preventive Action: Internal Audit) - Control of Records - Management Review (Cross-Functional Team and Environment, Safety, and Occupational Health Council)
AF/AFR Units/Bases	<ul style="list-style-type: none"> - Scope (included organizations and units) - Commitment Statement - Aspects and Impacts - Legal and Other Requirements (includes state and local) - EAPs and Performance - Indicators - Resources, Roles, and Responsibilities - Communication - Document and Records Management - Emergency Preparedness and Response - Competence, Training, and Awareness - Operational Controls (Environmental Management Plans) - EIP (Inspector General databases, eDASH) - Monitoring and Measurement (data collection and analysis; reporting to higher headquarters) - Corrective and Preventive Action - Management Review (CFT and ESOHC)
ANG Installations	<ul style="list-style-type: none"> - EMS Administration - EMS Scope (included organizations and units) - Environmental Policy (Communicate AFD 90-8) - Environmental Aspects & Impacts - Legal and Other Requirements (state and local) - Objectives, Targets, and Programs (Action Plans)

	<ul style="list-style-type: none">- Resources, Roles, Responsibility, and Authority- Training, Competence, and Awareness- Communication- Documentation and Document Control- Operational Controls (Environmental Management Plans)- Emergency Preparedness and Response- Monitoring and Measurement (data collection and analysis; reporting to higher headquarters)- Evaluation of Compliance (Inspector General databases, Environmental Data Assessment Reporting Tool)- Nonconformity, Corrective Action, and Preventive Action (Inspector General databases, Environmental Data Assessment Reporting Tool)- Internal Audit (Inspector General databases, Environmental Data Assessment Reporting Tool)- Control of Records- Management Review (CFT and ESOHC)
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