

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

**AIR FORCE INSTRUCTION 35-108**

**8 MARCH 2010**

Certified current 11 May 2012

**Public Affairs**



**ENVIRONMENTAL PUBLIC AFFAIRS**

---

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available for downloading or ordering on the e-Publishing web site at [www.e-publishing.af.mil](http://www.e-publishing.af.mil) or via the Air Force Portal.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: SAF/PAO

Certified by: SAF/PAO  
(Col Marcella Adams)

Pages: 13

---

This instruction implements Air Force Policy Directive (AFPD) 35-1, *Public Affairs Management* and AFPD 32-70, *Environmental Quality*. It provides guidance to establish responsibilities and procedures for organizing and administering an effective and legally sufficient Environmental Public Affairs program. Read this instruction with AFI 32-7061, *The Environmental Impact Analysis Process*, and AFI 32-7020, *The Environmental Restoration Program*. This AFI requires the collection and maintenance of personal information including the following systems notices: F035 SAFPA A (Biographies of Officers and Key Civilians Assigned to Secretary of the Air Force/Public Affairs (June 11, 1997, 62 FR 31793),

F035 SAFPA B (Mobilization Augmentee Training Folders (June 11, 1997, 62 FR 31793), and F035 AF SAFPA C (Official Biographies (June 11, 1997, 62 FR 31793). Records Disposition. Ensure that 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, and route AF Form 847s from the field through the appropriate functional chain of command. This instruction applies to the Air Force Reserve Command (AFRC) and the Air National Guard (ANG) unless otherwise noted.

**1. Purpose.** Public involvement (PI) is essential for success in the various environmental programs throughout the Air Force. The goal of PI is to inform and involve specific target

audiences (portions of the general public and key regulatory agencies) during critical decision-making windows in various Air Force Environment, Safety, and Occupational Health (ESOH) programs. This goal differs from the more traditional Public Affairs (PA) goal of program advocacy, although on occasion advocacy may be an appropriate role as well. This AFI establishes responsibilities, guidance, and procedures for organizing and administering an effective Air Force PA PI program.

**2. Objectives.** The objective of the ESOH program is to develop and implement innovative, integrated, and comprehensive solutions that enhance the Air Force's ability to project air, space, and cyberspace power globally. To support this key Air Force program, PA programmers at all levels should understand and plan for timely and consistent PI that supports both the letter and the spirit of the environmental statutes. The primary Air Force ESOH messages are sustaining readiness, being a good neighbor, and leveraging resources.

**3. Public Affairs Responsibilities.** As a critical member of the ESOH management team, the Public Affairs officer (PAO) must ensure all members of the PA staff have appropriate training, are kept current on local, national, and international Air Force-related ESOH issues, and advise the interdisciplinary team on PI requirements. PA will ensure news releases, newspaper display ads, and media and public interest is properly coordinated with the environmental team and operations, legal, security, medical, safety, logistics, and other appropriate agencies or organizations before releasing environmental information. This is implied throughout this instruction where public release of information is discussed. PA offices will:

- 3.1. Prepare a comprehensive PA plan that may include both basic PI efforts and supporting traditional PA products.
- 3.2. Release all public announcements on ESOH issues after appropriate coordination with environmental, legal and health offices, and commanders.
- 3.3. Ensure notification of local community, political, health, and environmental leaders prior to public release of information, if appropriate.
- 3.4. Provide communication counsel and guidance to commanders and staff agencies involved in conducting environmental programs.
- 3.5. Review and ensure all documents intended for release to the public, particularly the executive summaries, are written in non-technical language that is understandable to target audiences. Technical language could be perceived as the Air Force trying to disguise information or wrongful activities.
- 3.6. Be the Air Force point of contact for public and media queries.
- 3.7. Coordinate all public meetings on ESOH issues and serve as the point of contact upon request.
- 3.8. Place newspaper display ads (funded by proponent, usually the environmental office of civil engineer units) and issue news releases at decision points and other significant milestones in ESOH projects.
- 3.9. In coordination with program offices, keep internal audiences informed through command channels on environmental issues and community concerns.
- 3.10. Provide assistance and support to environmental programs.

3.11. Maintain a complete record of all news releases made, public meetings held, queries answered, and media clips published concerning environmental programs. Provide any needed support to the applicable environmental program office to ensure proper placement of appropriate information into the Administrative Record (AR) and/or the Information Repository (IR). The environmental office and PA should decide whether or not to keep separate environmental records locations for AR and IR materials.

3.12. Notify civic leaders, spokespersons for local interest groups, and other interested parties on the mailing list of proposed program actions with advance coordination with the relevant program office. This may include inviting these stakeholders to appropriate meetings, encouraging them to contribute ideas, and informing them of decisions.

3.13. Maintain a list of qualified speakers to address state and local governments and civilian groups, and (after coordination with affected program offices) actively solicit audiences with civic groups and other community organizations. PA should solicit feedback from audiences to gauge the effectiveness of public meetings.

3.14. Coordinate on the release of any contacts, messages, reports, documents and letters to the public or local legislators either in response to inquiries, upon PA's own initiative, or as deemed necessary or advisable by the affected program. In each case, such release should not occur without the coordination of the affected program office(s) at the appropriate levels. Draft reports or documents are solely for internal review and comment and are not releasable; advance copies of final reports are not releasable. Requesters of the document should be provided the release date and location.

3.14.1. The Secretary of the Air Force Office of Legislative Liaison Programs and Legislation Division (SAF/LLP) will participate in preparation of materials for Congress and will handle congressional distribution.

3.15. Track/measure the health of installation community relations programs so as to track positive relations with outside stakeholders.

3.16. Keep SAF/PA informed of key environmental activities and milestones.

**4. Environmental Function.** At any level of command, the environmental team is the focal point responsible for the environmental project. PA should be a primary partner on the team.

**5. General Environmental Program Responsibilities.** PA provides both specific and general support to environmental program objectives. PA communicates the Air Force commitment to public involvement and environmental excellence. PA is the lead for ensuring that community concerns are incorporated into the decision-making process by the relevant program (e.g., through the Community-Based Environmental Program). PA should be familiar with the content of the "Final Report of the Federal Facilities Environmental Restoration Dialogue Committee" (FFERDC) and the Environmental Restoration Program. The four pillars of the Air Force's environmental program are Compliance, Conservation, Restoration, and Pollution Prevention - each with specific and overlapping programs to preserve and enhance the environment.

5.1. PA may accomplish community relations requirements by developing an environmental speaker's bureau, facilitating environmental educational outreach to local schools, and conducting tours focusing on the four pillars of the environmental program. PA also helps plan and conduct installation Earth Day and other environmental awareness activities.

5.2. PA coordinates and conducts media operations on emerging environmental issues.

5.3. PA is in the chain of review on all environmental documents that are intended for release to the public.

5.4. PA is a member of the Environmental Protection Committee (EPC) or the ESOH Council, which reviews policy and serves as a steering group to coordinate and monitor the overall environmental program, and may be a member on other external environmental boards or councils.

5.5. PA promotes the Air Force environmental program through communicating success stories to external audiences. SAF/PAO is the central point for coordinating and communicating environmental successes to national and international audiences. Installation and Major Command (MAJCOM) PA offices communicate environmental successes to local, state, and regional audiences and forward local news releases and news clippings to SAF/PAO for consideration in the national program.

**6. Environmental Justice Background.** Other than the Environmental Impact Analysis Process (EIAP) process, no specific PA guidance currently exists for conducting community involvement activities in areas that may have environmental justice impacts. However, in the conduct of its public involvement program, PA should help ensure low-income and minority groups are actively engaged in the EIAP process.

**7. Consultation.** PA should consult with their legal advisors and the environmental team for a complete listing of applicable environmental laws, regulations, and instructions for their installations where public participation is part of legal or policy requirements.

**8. Environmental Impact Analysis Process (EIAP).**

8.1. Community involvement is central to the National Environmental Policy Act (NEPA) process. The Air Force fulfills this legal requirement through the EIAP. Therefore, PA must be aware of and involved with the EIAP at the earliest stages of and throughout a proposed action or project. All documents released to the public will be made available in information repositories such as public libraries and city halls by the Environmental Planning Function (EPF). For classified documents, EIAP "public review and comment" is generally accomplished by representatives who have proper security clearances from appropriate regulatory agencies; they review and comment in lieu of the general public.

8.2. There are three levels of EIAP analysis, and, therefore, three levels of PA activities in the EIAP: a categorical exclusion or CATEX; Environmental Assessment (EA) leading to a Notice of Intent to prepare an Environmental Impact Statement or a Finding of No Significant Impact (FONSI); and Environmental Impact Statement (EIS).

8.3. EIAP PA Responsibilities. PA actions include:

8.3.1. EIAP Document Reviews. PA should participate in the review of EAs and EISs developed by the proponent and the environmental team to ensure that they address concerns raised by the public.

8.3.2. EIAP Public Notification. Notifying the public on the availability of an EA decision document under circumstances, or an EIS decision document, should be made via display advertisement (not a legal ad), and can be one sixteenth of a page (approximately 4x5 inches in size) in a local, state, or regional general circulation

newspaper. A news release will also be sent to local media. The display ad is a paid newspaper advertisement, funded by the project's proponent. It should appear in a prominent section of general circulation newspapers rather than legal columns of papers. If there is a specific state requirement to use a legal advertisement for public notification of NEPA activities, then the legal advertisement should be used in conjunction with, not instead of, a public notice display advertisement. When determining how much public involvement is appropriate (how many news releases, display ads, or meetings should be completed), PA should consider the following:

- 8.3.2.1. The size of the proposal and the degree to which the public may be affected by the action.
  - 8.3.2.2. The anticipated level of public interest or controversy.
  - 8.3.2.3. The size of the area affected (geography and population).
  - 8.3.2.4. Past controversy associated with similar activities (i.e., air space reconfiguration, forestry management plans or timber cuts, and increased night operations or training).
  - 8.3.2.5. Whether the proposed action is one of national concern, is unprecedented, or normally requires an EIS.
  - 8.3.2.6. The degree of any associated environmental controversy.
- 8.3.3. PA will ensure news releases, newspaper display ads, and media queries are properly coordinated before releasing environmental information.

**Figure 1. Public Affairs Actions for EIAP Actions.**

ENVIRONMENTAL ACTION	PUBLIC INVOLVEMENT ACTIVITIES
Categorical Exclusion (CATEX)	No PA coordination required.
Environmental Assessment (EA)	PA coordination, local news release, briefings and/or public meetings (where applicable), public comment period
FONSI and Final EA	PA coordination, display ad or news release, public comment period
Environmental Impact Statements	
Notice of Intent (NOI)	PA coordination includes preparation of Qs & As, NOI published in the <i>Federal Register</i> , display advertisement announcing notice of availability (NOA) and public meetings
Scoping	PA coordination, display ad, public scoping meeting(s)
Draft EIS	PA coordination on information submitted to <i>Federal Register</i> , preparation of Qs & As, and coordination for display ad, public meeting(s), 45-day (minimum) public comment period (starting from the day display ad appears in local newspapers)
Final EIS	PA coordination, display ad, Final EIS filed with U.S. Environmental Protection Agency (EPA), (always on a Friday), 30-day post filing waiting period (collection of

	comments)
Record of Decision	PA coordination, news release, display ad

**9. Installation Restoration Program Cleanup.** The Installation Restoration Program (IRP) is a comprehensive effort to identify, investigate, evaluate, and restore contaminated areas (hazardous disposal sites, landfills, storage facilities, and operational areas) on Air Force-owned properties. At the installation, major command, and air staff levels, the civil engineer (environmental manager) is the office of primary responsibility (OPR) for the IRP. The program office is OPR for community involvement activities in support of the IRP with PA support.

9.1. General IRP Public Affairs Responsibilities. In cases where there may be no PAO assigned to an installation, such as a government-owned, contractor-operated (GOCO) facility, the responsible command will provide and ensure a PA specialist or appropriate on-site representative supports the relevant public participation activities. MAJCOMs will also maintain copies of documents and materials accomplished by the installation-level PAO (or selected on-site representative) in support of the IRP, such as community relations plans (CRPs), environmental updates, mailing lists, Information Repository indexes, news releases, and fact sheets. As a minimum, PA should:

9.1.1. Function as the focal point for PA and support program activities for community involvement aspects of proposed IRP actions.

9.1.2. Provide guidance to the IRP staff on PA support and assist as needed to help IRP program personnel satisfy community involvement requirements for all aspects of proposed IRP actions.

9.1.3. Coordinate or assist in the coordination of Restoration Advisory Board (RAB) activities, including the initial community interest assessment process; advise the base commander and/or RAB co-chairperson of PA objectives pertaining to development, participation and support of the RAB and other required public involvement activities. The RAB is a community-based advisory body designed to act as a focal point for the exchange of information between the Air Force and the community regarding environmental restoration (cleanup) activities. The RAB members include representatives from the community; interested groups; local, state and federal regulatory agencies; and the Air Force. RAB meetings are open to the public. At government-owned/contractor-operated (GOCO) facilities, the PA specialist selected by the MAJCOM will work with GOCO personnel, regulatory agencies for that region, and community members to implement RAB activities and other public involvement and media operations activities as appropriate and applicable to that community.

9.1.4. Establish and maintain liaison with higher headquarters PA offices and concerned base agencies on all IRP PA and/or community involvement matters. Depending on the action itself or the stage of the IRP, PA may elect to coordinate with other agencies, local governments, or special interest groups on news releases, responses to media queries, or briefings after coordinating with the relevant program office. Because demographic conditions vary widely, PA should fully evaluate their local situations (to include stakeholders surrounding GOCO facilities) to ensure all concerned entities are in the communication channel.

9.1.5. Assist restoration personnel in creating a Community Relations Plan (CRP). CRP goals including identifying issues of possible community concern, providing a basis for communication between the facility and the community, outlining how the public can participate in the decision-making process, and serving as a public record of community involvement during the investigative and remedial programs.

9.1.6. Review all IRP reports and other environmental documents intended for public release for effective risk communication language and possible community concerns. IRP reports are very technical reports; therefore, these documents for public release should be understood by the general public.

9.1.7. In coordination with applicable restoration personnel, develop products that provide regular updates on IRP activities. These products may include, but are not limited to progress reports, fact sheets, news releases, and public notices designed to increase the community's understanding and involvement in the IRP. After such coordination, distribute the materials through any applicable mailing list and make them available at the Information Repository and to any interested individual or group upon request.

9.1.8. In coordination with applicable restoration personnel, announce the availability of appropriate documents by display advertisement when they are placed in the Information Repository or Administrative Record. Display advertisements will be placed in a prominent section of the local paper of general circulation. All public notifications should be a minimum of a 1/16-page ad (some state or regional EPA offices require a larger advertisement). More than one event can be included in the advertisement. For example, the same advertisement can discuss the contents of the proposed plan, public comment period, and public meeting information. Ads are funded through the Environmental Restoration Account.

9.1.9. Support restoration personnel communications to ensure internal/installation audiences are fully informed of IRP progress through online or print base newspapers, commander's calls, staff meetings, bulletin boards, computer network notes, etc.

9.1.10. Assist the restoration program manager and other restoration personnel during applicable 30-day public comment periods for such cleanup milestones as selection of a preferred alternative in the proposed plan, or significant changes to a proposed plan or Record of Decision (ROD), or at public comments points as part of the RCRA corrective action process, consistent with the information provided in the National Contingency Plan. The comment period can be extended by 30 days or more upon timely request from the community. Place these documents in the installation's IRP Information Repository (IR, housed at local libraries) at the beginning of the comment period to ensure public availability of the report. Publicize the dates of the comment period, date, time and location of the public meeting, and instructions on how to submit comments. Announce the IR information to the public by news release and display ad in a prominent section of a major local newspaper of general circulation. Legal notices may be used in addition to, but not in place of, a display advertisement.

9.1.11. Assist restoration personnel in satisfying public involvement guidelines for removal actions. Such actions generally fall within three categories: emergency, time-critical, or non-time-critical, which have different public involvement activities.

9.1.12. Assist program personnel in preparing for any public meetings throughout the IRP. Also assist program personnel in obtaining public comments where desired at other stages of the cleanup process.

9.1.13. Assist in preparing and editing restoration success stories in support of the Defense Environmental Program Annual Report to Congress or any other communications outside of the Department of Defense.

**10. Agency for Toxic Substances and Disease Registry (ATSDR).** The ATSDR was created by Congress to implement the health-related sections of CERCLA, as amended. ATSDR is part of the Public Health Service within the U.S. Department of Health and Human Services. Based in Atlanta, Georgia, the agency's mission is to prevent or mitigate adverse human health effects resulting from exposure to hazardous substances in the environment.

10.1. Public Affairs Responsibilities. Risk communication is at the center of all interactions with ATSDR. ATSDR may issue news releases regarding site visits, public meetings, and public availability sessions. PA at the installation assists the relevant Air Force program offices and ATSDR in gauging health concerns, identifying key community contacts, and obtaining a copy of the community relations plan. PA will also assist in reviewing ATSDR-generated documents, through the program office. The installation medical group Bioenvironmental Engineering Office (BEE) is the main point of contact for the Air Force's working relationship with ATSDR.

**11. Community Involvement Program (CIP).** The CIP is a component of the Community-Based ESOH Program within SAF/IEE (the Deputy Assistant Secretary of the Air Force for Environment, Safety, and Occupational Health). SAF/PAO is part of the interdisciplinary team that develops and guides the Community-Based Environmental Protection (CBEP) management policies.

11.1. CIP Purpose. The purpose of the CIP is to ensure that the community has the opportunity to participate in environmental issues that may affect the community or that are of high interest to the community.

11.2. CIP Discussion. PA should train for and accomplish a coordinated public involvement program that supports the policy decisions of the Secretary of the Air Force, the Chief of Staff, and senior leaders at HQ USAF, MAJCOMs, field operating agencies (FOAs), direct reporting units (DRUs), and subordinate organizations throughout the U.S. The CIP calls for consensus-building efforts based on active listening, dialogue, and acceptance of community input without prejudging. The challenge is to create an atmosphere of trust that should allow solutions acceptable to most parties. The CIP is meant to help bridge the scientific and technical objectives of various environmental programs.

11.3. CIP PA Responsibilities. PA community relations' organizations should expand on already established partnerships with civilian leaders and organizations to include base-level organizations, working in coordination with the applicable environmental program offices.

**12. Resource Conservation and Recovery Act (RCRA).** RCRA provides a "cradle-to-grave" system of rules regarding the generation, transportation, treatment, disposal, and clean-up of hazardous wastes. Many installations have interim status or Part B RCRA permits to treat, store, or dispose of hazardous waste. RCRA's main objectives are to protect human health and the

environment, conserve energy and natural resources, and reduce or eliminate the generation of solid and hazardous wastes.

**12.1. Public Affairs Responsibilities.** Community involvement plays an important role in RCRA permitting and permit modifications. The permitting agency, defined as the U.S. Environmental Protection Agency (EPA) or state environmental regulators, is typically responsible for community involvement activities during the permitting process. However, some public hearing and public notification activities may be conducted at the installation.

**13. Public Involvement in Environmental Permits.** PA representatives should consult and carefully consider EPA's Guide, *Public Involvement in Environmental Permits*, EPA Office of Solid Waste and Emergency Response (OSWER) Directive 9230.0-3C

**14. Emergency Planning and Community-Right-To-Know Act (EPCRA).** The EPCRA was enacted in 1986 to help protect public health and safety from discharges of toxic substances to the environment by increasing community awareness of chemical hazards and requiring organizations to account for their specified use of toxic substances.

14.1. Public Affairs Responsibilities. While there is no prescribed way to present information to the public on toxic releases to the environment, PA's role is to notify the public of TRI reports and to explain the significance of the data in coordination with the applicable environmental program office. Notification includes a public notice explaining EPCRA, an announcement of availability of the report, and placement of the report at a publicly accessible location, such as an Information Repository. Information accompanying the report should help the public understand the chemicals and their related risks and how the installation uses the hazardous substance. PA should work closely with bioenvironmental engineers, the legal advisors, security advisors, and the environmental managers to explain the health, safety, and emergency response plans implemented to protect the community in the case of a chemical mishap. It is also important to communicate to the public that the military has aggressively sought and implemented pollution prevention measures that has reduced hazardous waste and is constantly seeking alternate, less hazardous chemicals.

**15. Air Installation Compatible Use Zones (AICUZ).** The goal of the AICUZ program is to promote compatible land use development in high noise and accident potential zones around military installations, to promote public health and safety in areas adjacent to installations, and to sustain the operational capabilities of the installation. The program identifies runway clear zones, accident potential zones, and noise zones, and recommends land-use guidelines for achieving compatible land use in these areas. See Air Force Instruction 32-7062, *Air Installation Compatible Use Zone Program* for program requirements and responsibilities and AF Handbook 32-7084, *AICUZ Program Manager's Guide*.

15.1. The base community planner generally manages the AICUZ program. The planner collects and revalidates data and prepares an AICUZ report or amendment for public release.

15.2. Public Affairs Responsibilities. Usually, the wing commander makes the decision to release the AICUZ report or amendment. PA should assist base community planners and the base and/or MAJCOM environmental team to prepare for public meetings and acts as an information conduit between the base and the community for releasing the information.

15.2.1. PA is involved in the development and release of information and must ensure PA activities are met by the AICUZ report and any changes to it. For additional guidance,

PA should review AFI 32-7063, *Air Installation Compatible Use Zone Program*, to enhance their knowledge of the program and its requirements.

**16. Noise Complaints.** PA will handle complaints directly and completely as possible without referring callers to other bases or commands and without dismissing calls when locally assigned aircraft are not involved. To help maintain good media and community relations, PA should provide timely, responsive, and factual answers to aircraft noise complaints working in conjunction with the installation's aircraft operations and civil engineer offices. PA usually makes a report of the complaints at the Air Operations Board meeting, which is also attended by the community planners. Refer all claims for damages to the Air Force Claims Service Center at 1-877-754-1212 or 937-656-8044.

**17. Environmental Safety and Occupational Health Compliance Assessment and Management Program (ESOHCAMP).** (Formerly known as Environmental Compliance Assessment and Management Program or ECAMP). The Air Force's ESOHCAMP was designed in response to Executive Order 12088, *Federal Compliance and Pollution Control Standards*, to ensure compliance with all applicable pollution control standards. See Air Force Instruction 32-7045, *Environmental Compliance Assessment and Management Program (ECAMP)*.

17.1. ESOHCAMP is essentially the Air Force's internal, self-assessment program to help commanders assess the status of environmental compliance and occupational health and safety, and to identify discrepancies and track solutions.

17.2. Public Affairs Responsibilities. PA should be aware of ongoing ESOHCAMP activities and assist relevant program offices in ensuring information is provided to the Air Force internal audience. The Final ESOHCAMP Report is made available for release to the public, upon request, following MAJCOM approval. Legal reviews will be conducted prior to releasing the final report, releasing other documentation or disclosing findings.

**18. Prescribed and Adopted Forms.**

18.1. Prescribed Forms: None

18.2. Adopted Forms:

18.2.1. DD Form 1391, *FY\_\_ Military Construction Project Data*

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

18.2.3. AF IMT 332, *Base Civil Engineer Work Request*

18.2.4. AF IMT 813, *Request for Environmental Impact Analysis*

LES A. KODLICK, Colonel, USAF  
Director of Public Affairs

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

Title 42, *United States Code 4321-4347 - Public Health and Welfare*, 2 Jan 2006

Executive Order 12088, *Federal Compliance and Pollution Control Standards*, 13 Oct 1978

Executive Order 12856, *Federal Compliance with Right-to-Know Laws and Pollution Prevention Requirements*, 6 Aug 1993

Executive Order 12898, *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*, 11 Feb 1994

Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), 1980

Emergency Planning and Community Right to Know Act (EPCRA), 1986

National Environmental Policy Act (NEPA), 1969

Resource Conservation Recovery Act (RCRA), 1976

Superfund Amendments and Reauthorization Act (SARA), 1986

Office of Solid Waste and Emergency Response (OSWER) Directive 9230.0-3C, January 1992

Joint Publication 1-02, *Department of Defense Dictionary of Military and Associated Terms*, 12 Apr 2001, as amended through 17 Oct 2008

AFDD 1-2, *Air Force Glossary*, 11 Jan 2007

AF Handbook 32-7084, *AICUZ Program Manager's Guide*, 1 Mar 1999

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

AFI 32-7061, *The Environmental Impact Analysis Process*, 12 Mar 2003

AFI 32-7063, *Air Installation Compatible Use Zone Program*, 13 Sep 2005

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

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

***Abbreviations and Acronyms***

**AFI**—Air Force instruction

**AFPD**—Air Force policy directive

**AICUZ**—Air Installation Compatible Use Zones

**ATSDR**—Agency for Toxic Substances and Disease Registry

**BEE**—Base Environmental Engineer

**CAA**—Clean Air Act

**CATEX**—categorical exclusion

**CBEP**—Community-Based Environmental Protection

**CEQ**—President’s Council on Environmental Quality  
**CERCLA**—Comprehensive Environmental Response, Compensation and Liability Act  
**CIP**—Community Involvement Program  
**CONUS**—continental United States  
**CRP**—community relations plan  
**CWA**—Clean Water Act  
**DD**—decision document  
**DERP**—Defense Environmental Restoration Program  
**DOD**—Department of Defense  
**DODD**—Department of Defense directive  
**DODI**—Department of Defense instruction  
**DRU**—Direct Reporting Unit  
**EA**—Environmental Assessment  
**ECAMP**—Environmental Compliance Assessment and Management Program  
**EIAP**—Environmental Impact Analysis Process  
**EIS**—Environmental Impact Statement  
**EO**—Executive Order  
**EPA**—Environmental Protection Agency  
**EPC**—Environmental Protection Committee  
**EPCRA**—Emergency Planning and Community Right-to-Know Act (SARA Title III)  
**EPF**—Environmental Planning Function  
**ESA**—Endangered Species Act  
**ESOH**—Environment, Safety and Occupational Health  
**ESOHCAMP**— Environmental Safety and Occupational Health Compliance Assessment and Management Program  
**FFERDC**—Federal Facilities Environmental Restoration Dialogue Committee  
**FOA**—field operating agency  
**FONSI**—Finding of No Significant Impact  
**GOCO**—government-owned/contractor-operated  
**IRP**—Installation Restoration Program  
**MAJCOM**—major command  
**MCL**—maximum contaminant level  
**NCP**—National Contingency Plan

**NEPA**—National Environmental Policy Act

**NOA**—notice of availability

**NOI**—notice of intent

**OASD/PA**—Office of the Assistant Secretary of Defense for Public Affairs

**OPR**—office of primary responsibility

**OSWER**—Office of Solid Waste and Emergency Response

**PA**—Public Affairs, preliminary assessment

**PAO**—Public Affairs Office, Public Affairs officer

**PI**—public involvement

**RAB**—Restoration Advisory Board

**RCRA**—Resource Conservation and Recovery Act

**RDS**—Records Disposition Schedule

**SAF**—Secretary of the Air Force

**SARA**—Superfund Amendments and Reauthorization Act

**SDWA**—Safe Drinking Water Act

**SG**—Surgeon General

**TRI**—toxic release inventory