

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



**AIR FORCE INSTRUCTION 32-7005**

**25 FEBRUARY 1994**

**ANDERSEN AIR FORCE BASE  
Supplement 1**

**24 NOVEMBER 2003**

**Civil Engineering**

**ENVIRONMENTAL PROTECTION  
COMMITTEES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFR 32-70, *Environmental Quality*, by establishing Environmental Protection Committees (EPC) to ensure a systematic, interdisciplinary approach to achieve and maintain environmental quality in the Air Force.

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**(ANDERSEN) AFI 32-7005, 25 February 1994, is supplemented as follows:**

**(ANDERSEN)** This supplement establishes requirements for the 36 ABW Environmental Protection Committee.

***SUMMARY OF REVISIONS***

This is the initial publication of AFI 32-7005, substantially revising AFR 19-8. It aligns with AFR 32-70.

**(ANDERSEN)** A bar (|) indicates revision from the previous edition.

***Section A—How To Use This Instruction***

**1. Background.** As the senior Air Force environmental steering group, the EPC reviews policies and programs, monitors progress, and advises leadership. EPCs oversee compliance with AFR 32-70 and its implementing instructions.

**2. Concept:**

2.1. This instruction is intended to provide major commands (MAJCOM) and installations with a framework to oversee the Air Force environmental program according to AFR 32-70.

2.2. MAJCOMs provide additional implementing guidance in supplemental publications to this instruction. The MAJCOM supplement must identify responsible offices and include implementing guidance to comply with this instruction.

**3. Responsibilities and Air Force EPC Membership.** Each of the following offices identifies, in writing, a primary member (a general officer or a civilian of similar status, if available), and an alternate member to the HQ USAF EPC. EPC members ensure that their areas of responsibility are considered in the interdisciplinary approach required to ensure proper consideration of environmental quality. The chairs may ask other experts to join the EPC, as needed.

3.1. Headquarters United States Air Force (HQ USAF):

- The Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations, and Environment (SAF/MI) representative and the Assistant Vice Chief of Staff (HQ USAF/CVA) Co-Chair the EPC.
- The Assistant Secretary for Acquisition (SAF/AQ).
- The Assistant Secretary for Budget (SAF/FM).
- The General Counsel (SAF/GC).
- The Inspector General (SAF/IG).
- Office of Legislative Liaison (SAF/LL).
- Office of Public Affairs (SAF/PA).
- The Civil Engineer (HQ USAF/CE) is the EPC Executive Secretary.
- Deputy Chief of Staff (DCS) Logistics (HQ USAF/LG).
- Director, Programs and Evaluation (HQ USAF/PE).
- DCS Plans and Operations (HQ USAF/XO).
- Chief of Safety (HQ USAF/SE).
- The Judge Advocate General (HQ USAF/JA).
- DCS Personnel (HQ USAF/DP).
- Services (HQ USAF/MW).
- DCS Command, Control, Communications and Computers (HQ USAF/SC).
- The Surgeon General (HQ USAF/SG).
- Chief of Air Force Reserve (HQ USAF/RE).
- Director, Air National Guard (NGB/CF).
- Director, Air Force Base Conversion Agency (AFBCA/DR).

3.2. MAJCOM Responsibilities. All references to MAJCOMs in this instruction include the Air National Guard Readiness Center and other agencies designated as "MAJCOM equivalent" by HQ USAF. The MAJCOM EPC membership will mirror those of HQ USAF. The vice commander is the chairperson, or will designate a general officer to serve as the EPC chairperson. Each staff office designates, in writing, a primary and an alternate member with decisionmaking authority to serve on the EPC. The EPC chairperson designates other members to serve on the EPC as required. MAJCOMs will ensure EPCs are established at installations.

3.3. Installation Responsibilities. Air Force installations must comply with the EPC requirements outlined in **Section B**. In addition, the installation EPC membership and responsibilities will mirror that of the MAJCOM EPC. The EPC must include representatives from tenant organizations, including the Defense Reutilization and Marketing Office and the Army and Air Force Exchange Service. For closure bases, the operating location site manager of the Air Force Base Conversion Agency (AFBCA) is a member. Contractors operating government facilities may not serve as members.

3.3.1. (Added-ANDERSEN) The Commander, 36th Air Base Wing will chair the Andersen AFB Environmental Protection Committee (EPC), or he or she may designate the Vice Wing Commander as the EPC chairperson.

3.3.2. (Added-ANDERSEN) EPC Membership will include the following offices, or their designated representative. These offices will be voting members of this committee. The EPC chairperson may revise the EPC membership as required. Contractors operating government facilities may not serve as members; however, they will be invited to attend the meetings.

36 ABW/CC	Wing Commander	Chairperson
36 ABW/CV	Vice Commander	Alternate Chairperson
36 MSG/CC	Mission Support Group Commander	Member
36 MXG/CC	Maintenance Group Commander	Member
36 MDG/CC	Medical Group Commander	Member
36 OSS/CC	Operations Support Squadron Commander	Member
36 CES/CC	Civil Engineer Squadron Commander	Member
36 CES/CEV	Environmental Coordinator	Executive Secretary
36 ABW/CPTF	Comptroller Flight Commander	Member
36 ABW/PA	Public Affairs Representative	Member
36 ABW/JA	Base Legal Office Representative	Member
36 ABW/IG	Base Inspector General	Member
36 ABW/SE	Base Safety Officer	Member
613 CRG/CC	613 CRG Commander	Member
734 AMS/CC	734 AMS Commander	Member
Det 5, SOPS/CC	Detachment 5, 22nd Space Operations Squadron Commander	Member
HC-5/CO	Commanding Officer, HC-5	Member
254 ABG/CC	254 ABG Commander	Member
44 APS/CC	44 APS Commander	Member
DRMO	DRMO Representative	Member
DeCA	Commissary Officer	Member
AAFES-Guam	AAFES General Manager	Member

3.3.3. (Added-ANDERSEN) Regular meetings shall be scheduled quarterly in March, June, September, and December, or at the direction of the chairperson.

### ***Section B—Requirements and Records***

#### **4. Requirements:**

##### 4.1. EPCs:

- Ensure a systematic, interdisciplinary approach to environmental quality and integrate this approach into planning and decision-making.
- Act as the primary executive steering group for all environmental cleanup, compliance, conservation and pollution prevention.

##### 4.2. HQ USAF EPC:

- Meets at least semi-annually or at the direction of the chairperson.
- Reviews adequacy of policies, resources and performance in meeting environmental goals and makes recommendations on changes required.
- Reviews environmental legislation and regulations and approves implementing policies.

##### 4.3. MAJCOM and Installation EPCs:

- Meet at least quarterly or at the direction of the chairperson.
- Review and approve environmental impact analysis on proposed actions and forwards to the decision-maker.
- Review environmental policy, resources, and performance and make recommendations on changes required.
- Ensure appropriate training and manpower exist to meet environmental responsibilities.

**5. Preparing Minutes.** Within 30 days, the meeting secretary prepares minutes of EPC meetings. The minutes state the substance of all discussions and decisions.

5.1. Any open enforcement actions, unfulfilled compliance agreements, administrative orders, and similar enforcement actions must be part of the minutes. Identify these open items until they are closed.

5.2. Offices of primary responsibility must comment on all actions taken to resolve problems since the last meeting. The minutes summarize these comments.

5.3. Attachments to minutes will include letters from environmental regulatory agencies such as inspection reports; summaries of environmental standards exceeded; and current compliance schedules which indicate the base's or MAJCOM's progress in meeting schedules.

5.4. The executive secretary of the base EPC sends a copy of the minutes to the higher headquarters EPC, the appropriate Air Force Regional Compliance Office, all staff and other interested parties.

5.5. The executive secretary keeps EPC minutes and related documents for at least 10 years, per AFI 37-138, *Records Disposition--Responsibilities and Procedures* (formerly AFR 12-50, volume 1).

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The Civil Engineer