



COMPLIANCE TRACKING AND REPORTING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The OPR for this supplement is HQ AFRC/CEV (Mr. Robert Akridge). This supplement implements and extends the guidance of Air Force Instruction (AFI) 32-7047, 31 March 1994. The AFI is published word-for-word without editorial review. Air Force Reserve supplementary material is indicated by “(AFRC)” in bold face type. This supplement describes Air Force Reserve procedures to be used to clarify reporting regulatory inspections and notices of non-compliance.

4.1. (Added) Reporting Mechanism. Guidance included in this supplement will be used in lieu of WIMS-ES until ACES-EM module is developed and implemented for tracking and reporting.

5.1. (Added) Pre-Inspection. Before the inspection, if the regulator gives advance notice, installations shall report to HQ AFRC/CEV by e-mail, within 1 working day following the receipt of notice. E-mail reports shall include the name of regulatory agency, expected dates of inspection, and programs or areas that will be inspected. Any relevant information that can accompany this notification should be included as time permits, such as open Notice of Violations (NOVs), and past history of non-compliance in the areas to be inspected.

5.2. (Added) Post-Inspection. After the inspection, installations shall report to HQ AFRC/CEV by e-mail, within 1 working day following the completion of inspection. E-mail reports shall include the regulatory driver of the inspection, facilities and equipment inspected, documents reviewed and potential regulatory violations. A summary of any outbrief received and documents delivered by regulators should be made available to HQ AFRC/CEV.

5.3. (Added) Recurring Inspections. All recurring or routine inspections shall be reported. Installations can refer to paragraphs **5.1. (Added)** and **5.2. (Added)** as appropriate.

6.3.1. (Added) Non-Compliance Notification. If an Enforcement Action (EA) is received from a regulatory agency, bases shall report to their Unit/PA, HQ AFRC/CEV/PAC and appropriate NAF/CC/PA by e-mail within 1 working day following receipt of the EA. Fax or send a copy of the EA document and available ancillary documents such as letters, inspection reports, notes, copies of the law, to HQ AFRC/CEV and appropriate NAF/CC. The package should be as complete as possible given the time constraints.

6.3.2. (Added) Non-Compliance Response. If an EA is received, bases shall report to HQ AFRC/CEV/JAV and appropriate NAF/CC by e-mail, prior to the base sending an EA corrective action/response letter to the regulatory agency which issued the EA. Send the draft EA response letter to HQ AFRC/CEV/JAV for review and coordination. Following HQ AFRC/CEV/JAV and NAF concurrence, bases shall send the final EA response letter to the regulatory agency. The installations shall be responsible for coordinating letters in time to meet regulator required response time. If the regulator does not set a response time, the installation response will be sent within 14 calendar days after the EA receipt. Send HQ AFRC/CEV a copy of the final EA response letter within 1 working day following submission to the regulatory agency.

6.5.1. (Added) Enforcement Action Updating. If an EA is received, bases shall update HQ AFRC/CEV and their NAF by e-mail by the last working day of the month following the receipt of EA, and every monthly period thereafter, until the EA is considered closed by HQ AFRC/CEV. Report shall include an update of progress made towards completing the corrective action and closing the EA.

6.5.2. (Added) Enforcement Action Summary. HQ AFRC/CEV shall report EA summaries to all AFCEE Regional Environmental Offices and HQ USAF/ILEV at the beginning of the month. Reports shall include information regarding the EA received, corrective action response, and monthly updates until the EA is considered closed.

Abbreviations and Acronyms

NAF—Numbered Air Force

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