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AIR EDUCATION AND TRAINING
COMMAND**



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PART 989**

**AIR EDUCATION AND TRAINING COMMAND
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**ENVIRONMENTAL IMPACT ANALYSIS
PROCESS (EIAP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements and extends the guidance of Title 32, Code of Federal Regulations, Part 989, *Environmental Impact Analysis Process (EIAP)* (32 CFR 989). This supplement applies to all activities conducted on the Air Education and Training Command (AETC) bases, including those conducted by tenants. As such, this supplement applies to Air Force Reserve Command (AFRC) and Air National Guard (ANG) units on or associated with AETC bases. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR), the Planning and Programs Branch (HQ AETC/A7CP), using AF Form 847, *Recommendation for Change of Publication*. (AFI 11-215, *USAF Flight Manuals Program (FMP)*, prescribes AF Form 847. Refer to that publication for guidance on filling out the form.)

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with the Air Force Manual (AFMAN) 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil/>. **Note:** The CFR is available at <http://www.gpoaccess.gov/cfr/index.html>. Each volume of the CFR is updated once each calendar year and is issued on a quarterly basis. Title 32 is updated 1 July of each year. Paragraph numbers in this supplement correspond to those used in the CFR. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. This revision realigns with the paragraph numbering system in 32 CFR 989. It provides guidance that contractors cannot sign as certifiers on AF Information Management Tool (IMT) 813, *Request for Environmental Impact Analysis*; defines cumulative actions; provides guidance that the chairperson of the installation Environment, Safety, and Occupational Health Council (ESOHC) signs the finding of no significant impact (FONSI), if appropriate, for actions that have the potential to impact flood plains or wetlands; adds provisions for keeping administrative records electronically; and adds references to Council on

Environmental Quality (CEQ) guidance on cumulative effects, emergency actions, and environmental justice.

989.3(e)(4) At an installation, the environmental flight chief (military or civilian, but not a contractor) or the first-level (noncontractor) supervisor of the equivalent position at a contracted installation is the responsible environmental planning function (EPF) member who signs the certification on AF Information Management Tool (IMT) 813, *Request for Environmental Impact Analysis*. Similarly, HQ AETC/A7CP signs the AF IMT 813 certification for a proposed HQ AETC action (which typically involves non-Air Force agencies or a mission beddown at multiple bases). In either case, authority will not be delegated to a lower level.

989.3(f) The chairperson of the ESOHC approves releasing Air Force documents for the public and regulatory agencies to review.

989.4(d) The EIAP document (environmental impact statement [EIS], environmental assessment [EA], or categorical exclusion [CATEX]) used to support a real estate transaction will be no more than 1 year old. If an EIAP document is older than 1 year, the chief of the EPF will either (1) recertify that there are no substantive changes in the proposal and the analysis of potential impacts or (2) prepare supplemental documentation. If it is the former, the chief of the EPF prepares the appropriate documentation for the administrative record.

989.9(a)(1) (Added)(AETC) The EPF evaluates all Air Force actions to determine the propriety of inviting non-Air Force agencies to participate in the EIAP as cooperating agencies. If participation is deemed appropriate, the EPF prepares and sends a draft memorandum to HQ AETC/A7CPP for staffing. For an EIS, the cooperating agency memorandum is staffed to and signed by the Deputy Assistant Secretary of the Air Force for Environment, Safety and Occupational Health (SAF/IEE). For an EA, the cooperating agency memorandum is staffed to and signed by the AETC Civil Engineer (HQ AETC/A7C) or the Deputy Civil Engineer (HQ AETC/A7C2) and a copy is provided to SAF/IEE. The transmittal memorandum must indicate coordination with the proponent, staff judge advocate (SJA), and public affairs (PA).

989.9(a)(2) (Added)(AETC) If an agency invites the Air Force to participate as a cooperating agency or asks to be a cooperating agency in the EIAP for an Air Force action, the EPF sends HQ AETC/A7CPP a draft memorandum accepting or declining the request using the procedures described in paragraph 989.9(a)(1) (Added)(AETC) of this supplement. To facilitate prompt replies, send the proposed response within 3 weeks of receipt of a request.

989.11(a)(1) (Added)(AETC) The EPF should determine as early as possible if the proposed action or alternatives have the potential to cause effects on cultural or historic properties. If the potential to cause effects exists, the EPF should initiate consultation with state and (when applicable) tribal historic preservation officials as early as practicable to resolve preservation issues before completion of the EIAP. To the extent possible, complete the consultation and public notification requirements of the National Historic Preservation Act (NHPA) (Title 16 United States Code Section 470 [16 USC 470] *et seq*) during the EIAP. Compliance with the NHPA is mandatory before funds can be committed to execute a proposed action or alternative. See AFI 32-7065, *Cultural Resources Management Program*, for requirements and guidance.

989.11(a)(2) (Added)(AETC) The EPF should determine as early as possible if the proposed action or alternatives have the potential to cause effects on federally listed threatened or endangered plants, animals, or their habitats. If the potential to cause effects exists, consultation with other federal agencies (for example, the United States Fish and Wildlife Service) required under the Endangered Species Act

(16 USC 1531-1544) should occur as soon as practicable to avoid delaying completion of the EIAP. See AFI 32-7064, *Integrated Natural Resources Management*, for requirements and guidance.

989.13(d) For a CATEX which is documented on AF IMT 813 at the installation, the environmental flight chief (military or civilian but not a contractor) or the first-level (noncontractor) supervisor of the equivalent position at a contracted installation, with appropriate SJA staffing, determines if a proposed installation action qualifies for a CATEX. Similarly, HQ AETC/A7CP, with the appropriate Environmental Law Division (HQ AETC/JAV) staffing, determines if a proposed HQ AETC action qualifies for a CATEX. In either case, this authority will not be delegated to a lower level.

989.14(e) The EPF must comply with the CEQ Memorandum, *Emergency Actions and the National Environmental Policy Act (NEPA)*, Attachment 2, *Preparing Focused, Concise and Timely Environmental Assessments*, 8 September 2005, which is available at <http://ceq.eh.doe.gov/nepa/nepanet.htm>. In addition, refer to the recommended format for EAs and EISs provided in HQ USAF/A7C's *Environmental Impact Analysis Process Desk Reference*, Attachment K, *General Format for Environmental Analyses (EAs and (or) EISs)*, May 1995, which is available at https://www-r.aetc.af.mil/ce/cev/library/NEPA_files/EIAP_Desk_Ref_Atch_K.pdf. Additional recommendations follow:

989.14(e)(1) (Added)(AETC) *Tracking Matrix*. To ensure issues and objectives are addressed throughout the EIAP document, place this matrix after the table of contents to help the reader locate relevant topics.

989.14(e)(2) (Added)(AETC) *Scope of the Environmental Review*. In Chapter 1, address all resource categories including land use, visual resources, environmental justice, and coastal zone management. For those resource categories that are not applicable, list them in the introductory material and provide the rationale for their elimination from further discussion. Be sure to provide enough factual information and analysis to support the decision to eliminate each of these categories from further discussion.

989.14(e)(3) (Added)(AETC) *Selection Criteria*. In Chapter 2, list the criteria used to develop the proposed action and alternatives. Then use them to justify the elimination of any alternatives from further consideration.

989.14(e)(4) (Added)(AETC) *Cumulative Actions*. "Cumulative actions" are past, present, and reasonably foreseeable future actions, regardless of what organization (federal, nonfederal, or private) or person undertakes such other actions. Cumulative actions occur in the vicinity of the proposed action, on and off the installation, within the region of influence. The EPF should consider CEQ guidance on cumulative impact analysis provided in *Guidance on the Consideration of Past Actions in Cumulative Effects Analysis*, 24 June 2005, and *Considering Cumulative Effects Under the National Environmental Policy Act*, January 1997, both of which are available at <http://ceq.eh.doe.gov/nepa/nepanet.htm>.

989.14(e)(4)(i) (Added)(AETC) In Chapter 1, under scope of the environmental review, discuss any special meetings or coordination actions taken to assure the availability of information on cumulative actions.

989.14(e)(4)(ii) (Added)(AETC) In Chapter 2, list and briefly describe all cumulative actions. To the extent possible, cumulative actions should be included as part of the no action alternative. In the comparison matrix at the end of Chapter 2, summarize the results of the cumulative impact analysis from Chapter 4.

989.14(e)(4)(iii) (Added)(AETC) In Chapter 3, establish a baseline for the resource categories as they exist at a given point in time. Use this baseline to compare (in Chapter 4) the proposed action and alternatives to existing conditions. The start date of data collection is generally accepted as the baseline

date. The text of the document must provide the justification if some other timeframe is chosen. The baseline should discuss the methodology for profiling the existing conditions, summarize the cumulative actions as they relate to resource categories, and define the area of potential effect for each resource category. The geographical area of potential effect may vary between the various resource categories.

989.14(e)(4)(iv) (Added)(AETC) Chapter 4 depicts potential impacts. Assess the proposed action and alternatives against the baseline established in Chapter 3 for each resource category. The cumulative impact analysis is the process of adding the impacts of the cumulative actions to the potential impacts of the proposed action and alternatives, resulting in the total environmental impact.

989.14(e)(5) (Added)(AETC) *Environmental Consequences*. In Chapter 4, under each resource category (for example, noise), evaluate all environmental consequences or impacts to the same level of detail for the proposed action and each alternative. Discussion must include cumulative impacts, mitigation measures, compatibility with the objectives of existing land-use directives, short-term versus long-term uses of resources, and irreversible and irretrievable commitments of resources.

989.14(e)(6) (Added)(AETC) *Coordination and Comments*. Coordination with the public and applicable federal, state, and local agencies is required. To show that adequate coordination has occurred, maintain in the administrative record copies of all correspondence used in the coordination effort, including Air Force correspondence to agencies and the public, comments received, and responses to those comments. For an EA or EIS, bind all of this correspondence as an appendix in the document used to support the decision.

989.14(g) For actions that might impact wetlands or flood plains, the EPF must ensure compliance with Executive Order (E.O.) 11988, *Floodplain Management*; E.O. 11990, *Protection of Wetlands*; and AFI 32-7064.

989.14(g)(1) (Added)(AETC) The HQ AETC/A7C signs the finding of no practicable alternative (FONPA) for actions within AETC that have the potential to impact flood plains and wetlands. This authority will not be delegated to a lower level, and does not apply to actions supported by an EIS. FONPAs associated with EISs are staffed to the Air Staff for signature. In addition, the following procedures apply to a FONPA:

989.14(g)(1)(i) (Added)(AETC) HQ AETC/A7C will continue to uphold the strict standards that strongly discourage unwise land use and development in and around flood plains and wetlands. Unwise land uses are those that destroy the special qualities of flood plains and wetlands without genuine efforts to mitigate adverse impacts; pose a severe threat or unnecessarily increase the risk to human life, health, and property; and lead to increases in flood losses or losses of natural and beneficial flood plain and wetland values. HQ AETC/A7C will limit development within flood plains and wetlands to those functionally dependent uses that are compatible with these areas.

989.14(g)(1)(ii) (Added)(AETC) An action that preserves flood plains and wetlands or the existing facilities in them does not require a FONPA. Generally, when a proposal in a wetland or flood plain is only for routine operations and maintenance (grass-cutting, controlled burning, repairing utility systems, facility maintenance and repair, etc.), a FONPA is not required. However, an action that would either modify or permit occupancy of flood plains or wetlands (whether by facilities, utilities, or pavements) requires a FONPA. Clean Water Act, Section 404, permits are required.

989.14(g)(2) (Added)(AETC) If HQ AETC/A7C approves a FONPA for an action supported by an EA, the installation ESOHC chairperson (the installation commander or vice commander) is authorized to determine if a FONSI is true and supportable. If a FONSI is warranted, the decision document will contain the signature block of the AETC Civil Engineer after the FONPA determination and the signature block of the ESOHC chairperson signature block after the FONSI determination.

989.15(d) The actual distribution of a FONSI and its supporting EA is normally accomplished from the point at which they are collated and bound. If documents are prepared by contract, the contractor makes the distribution as an attachment to an Air Force letter which has been reviewed and signed by the appropriate Air Force (noncontractor) entity. Otherwise, the installation preparing the documents distributes them to all required addressees. The local EPF must provide a copy of the distribution list to HQ AETC/A7CPP.

989.15(f) For a proposed installation action, the installation ESOHC chairperson signs the FONSI following coordination of appropriate members of the installation ESOHC. For a proposed HQ AETC action, the AETC ESOHC chairperson (AETC/CV) signs the FONSI following coordination of appropriate members of the AETC ESOHC. In either case, signature authority will not be delegated to a level below the ESOHC chairperson.

989.19(a) The recommended format in Attachment K and the recommendations in 989.14(e) (Added)(AETC) also apply to EISs.

989.24(e) (Added)(AETC) A “privacy advisory” is required as follows:

989.24(e)(1) (Added)(AETC) Any draft EIS or EA must contain the following “privacy advisory” placed conspicuously (and not in fine print) on a separate page (for example, the cover sheet) toward the very front of the document and tailored, as appropriate, for the draft EIS or EA: “Public comments on this draft (EIS or EA) are requested pursuant to the National Environmental Policy Act, 42 United States Code 4321, *et seq.* All written comments received during the comment period will be made available to the public and considered during Final (*EIS or EA*) preparation. Providing private address information with your comment is voluntary and such personal information will be kept confidential unless release is required by law. However, address information will be used to compile the project mailing list and failure to provide it will result in your name not being included on the mailing list.”

989.24(e)(2) (Added)(AETC) The “privacy advisory” must also be printed conspicuously on each request for written or oral comments on an EIS or EA. The advisory will **not** be in fine print or in a place difficult to find. Examples of such requests include the notice of intent (NOI) and notice of availability (NOA). The “privacy advisory” should also be printed on material used at public meetings and hearings (including “scoping” meetings and draft EIS public hearings). Examples of such material include printed attendance records and any other documents soliciting names and expressions of interest in speaking publicly, being on the mailing list, or receiving copies of the final EIS or EA.

989.24(e)(3) (Added)(AETC) The prepared public hearing script and (or) briefing given at public “scoping” meetings or public hearings held on an EIS or EA should include the following:

“When making an oral comment, please clearly state your name and the name of the organization you are representing before you begin your comments. Do not provide any other personal information such as your home address and telephone number. When making an oral comment, such personal information will become part of the public record of this proceeding. Your oral comments will be used to develop a transcript and permanent record of this meeting. This transcript may be published in the final (EIS or EA). If you would like to know how to obtain a copy of the final (EIS or EA) or other associated documents, you may state that on a written comment card or add your name and address to the mailing list. Unless otherwise required by law, private addresses will only be used to develop the mailing list; personal home addresses and telephone numbers are not published in the final (EIS or EA).”

989.24(e)(4) (Added)(AETC) The final EIS or EA must describe the public comment process, specifically including the exact privacy advisories used in soliciting public comments and how the public was notified of these advisories.

989.30(a) (Added)(AETC) For a CATEX at a base in an area designated by government regulators as nonattainment or maintenance for air quality, place the following statement on AF IMT 813, block 18, or as a separate document:

“(Name of installation) is located in an area that is in (nonattainment or maintenance) for the following criteria air pollutants: (name of pollutants). Direct air emissions from construction and indirect emissions from visiting traffic and (or) follow-on operations, when totaled, are less than the *de minimis* amounts in 40 CFR 93.153, *Determining Conformity of Federal Actions to State or Federal Implementation Plans (Applicability)*. Therefore, an air conformity determination is not required.”

989.30(b) (Added)(AETC) For a CATEX at a base in an area designated by government regulators as attainment for air quality, place the following statement on AF IMT 813, block 18:

“(Name of installation) is located in an area that is in attainment for air quality. Therefore, an air conformity determination is not required.”

989.33 The EPF should also ensure compliance with the CEQ Guidance, *Environmental Justice: Guidance Under the National Environmental Policy Act*, 10 December 1997, which is available at <http://ceq.eh.doe.gov/nepa/nepanet.htm>, and HQ USAF/A7C procedures in the *Guide for Environmental Justice Analysis with the Environmental Impact Analysis Process (EIAP)*, November 1997, which is available at <https://www.afceeprivweb.brooks.af.mil/ec/eiap/ejustice.pdf>. If environmental justice is eliminated from detailed treatment according to paragraph 989.14(e)(2) (Added)(AETC), ensure the EIAP document provides enough factual information and analysis to support the elimination decision. In all cases, be sure the document explains what environmental justice means and when environmental justice analysis is required.

989.34(b) The EPF should ensure compliance with the CEQ Memorandum, *Emergency Actions and NEPA*, 8 September 2005, which is available at <http://ceq.eh.doe.gov/nepa/nepanet.htm>. The following additional information and requirements apply in AETC:

989.34(b)(1) (Added)(AETC) Emergency situations are those that demand immediate response actions to secure the safety of personnel and protect property. Many urgent situations (for example, a need to expand training programs, facilities, or infrastructure in response to changes in the threat) may not be emergencies. Urgent situations require planning and analysis of potential environmental impacts in compliance with the Air Force EIAP prior to implementation.

989.34(b)(2) (Added)(AETC) Commanders will not delay immediate actions necessary to secure the safety of personnel and protect property in emergencies, and will consult with their EPF and SJA prior to taking the emergency actions, if possible. The EPF must determine whether the actions result in significant impacts (that is, would normally require an EIS) and whether alternative arrangements will be pursued. If alternative arrangements are needed, the EPF must immediately advise HQ AETC/A7CP and prepare a formal request. Consultation with the Air Staff and CEQ must begin as soon as feasible. If the action does not cause significant impacts and only an EA is warranted, the approval authority for alternative arrangements is SAF/IEE, not CEQ.

989.35(c) An administrative record is the collection of documents that discloses or reflects the decisionmaking process for an Air Force action. In the event the action is challenged in court for not

complying with the NEPA, these are the documents a judge will review to determine if the Air Force's decisionmaking process and decision were proper.

989.35(c)(1) (Added)(AETC) The EPF at the base or AETC level where the NEPA decision document (CATEX, FONSI, or record of decision [ROD]) was signed will maintain the official administrative record for that action. Each installation should keep a list of the NEPA administrative records it is currently maintaining.

989.35(c)(2) (Added)(AETC) To keep the administrative record electronically, all documents need to be scanned, in Adobe Acrobat format, on a read-only disk, or the equivalent. Electronic-mail (e-mail), documents in text format and the equivalent are susceptible to editing and therefore not acceptable for the administrative record.

989.35(c)(3) (Added)(AETC) For a CATEX, the NEPA administrative record will contain the signed decision document (AF IMT 813 or AF IMT 332, *Base Civil Engineer Work Request*) and any supporting material. (AFI 32-1001, *Operations Management*, prescribes AF IMT 332. Refer to this AFI when using this form.)

989.35(c)(4) (Added)(AETC) For an EA or EIS, some of the following documents may be bound with the final NEPA documents and, if so, separate file copies need not be retained in the administrative record.

989.35(c)(4)(i) (Added)(AETC) *Public Involvement Efforts and Results*. This includes items (1) evidence of notification for public participation and comments (including notices published in the *Federal Register*); (2) local advertisements, copies and distribution of news releases, and records of news media coverage (newspaper articles, etc.); (3) all NEPA documents and appendices made public (including distribution lists); (4) minutes of any public meetings (including attendance); (5) interagency and intergovernmental coordination for environmental planning (IICEP) letters and responses (including dated copy of any interagency agreements); and (6) copies of public comments, Congressional inquiries, correspondence, and responses to comments or inquiries.

989.35(c)(4)(ii) (Added)(AETC) *Interdisciplinary Process*. This includes items (1) selected members' specific qualifications (including criteria for selection of interdisciplinary planning team members, if available); (2) distribution lists or correspondence showing what offices received documents for interdisciplinary review and copies of all review comments or coordination returned by those offices; and (3) all directions and recommendations from responsible agency officials and staff (including e-mail correspondence, handwritten or typewritten notes, and facsimile sheets).

989.35(c)(4)(iii) (Added)(AETC) *NEPA Documents*. This includes items (1) the final EA or EIS with the signed FONSI or ROD, and associated FONPA, if required; (2) draft documents, if a draft was used in the planning and decisionmaking process or was circulated externally for comment; (3) support memorandums, if not bound in the final NEPA documents; and (4) documents incorporated by reference in the EA or EIS, such as air conformity determinations.

989.35(c)(4)(iv) (Added)(AETC) *Other Documents*. This includes items (1) completed work products that contribute information or lend support to the EA or EIS, such as a cultural resources survey completed for the site or an environmental baseline survey (EBS) performed for the project; (2) electronic information used in the NEPA documents frozen at a specific date as hard copy or electronic storage media; (3) final computer runs used in the analysis; and (4) location of pertinent documents not included in the administrative record.

989.35(c)(5) (Added)(AETC) Some documents may be relevant to the EA or EIS while it is being prepared, but these documents add little or no value to demonstrating that the NEPA procedural

provisions have been followed or decisions have been made according to the NEPA. Therefore, upon completion of the EA or EIS, the following documents may be purged from the NEPA planning file prior to compilation of the administrative record and disposed of according to the Air Force RDS located at <https://afrims.amc.af.mil/>.

989.35(c)(5)(i) (Added)(AETC) *Documents related to contract preparation of the EA or EIS.* Unless they provide evidence of the NEPA process (that is, interdisciplinary approach or public involvement efforts) not provided elsewhere in the planning file, the following documents may be removed from the file: (1) procurement documents, including statements of work, delivery orders, government cost estimates, purchase request, contractor proposals, technical review of contractor proposals, and contract modifications; (2) the contractor-prepared work plan and description of proposed action and alternatives (DOPAA); (3) routine unofficial contractor or contracting correspondence such as monthly progress reports, certification or acceptance of services, and document transmittal letters that are not unique to the NEPA process but merely reflect administration of a contract; (4) contractor-prepared draft documents that were not released outside the Air Force; and (5) electronic (disk) copies of draft NEPA documents provided by a contractor for ease in reproducing or modifying the documents.

989.35(c)(5)(ii) (Added)(AETC) *Internal Air Force correspondence.* This includes items: (1) notes, memorandums, e-mail, and facsimiles giving project status (weekly activity reports, answers to suspenses, etc.); (2) advance copies or draft copies of Air Force correspondence, when the final copy is available in the file; (3) duplicate copies of Air Force correspondence, unless they are needed to show coordination by different offices (interdisciplinary involvement), in which case, they should be attached for a complete package; (4) real estate planning report for land acquisition; and (5) draft EBS, draft cultural resources survey, or other draft survey reports and review comments or correspondence related to them, when the final copy is available.

989.35(c)(6) (Added)(AETC) Generally, with the exceptions noted in paragraph 989.35(c)(7) (Added)(AETC) of this supplement, NEPA administrative records will be retained for a minimum of 2 years after the action is implemented.

989.35(c)(7) (Added)(AETC) Litigation risks or other policy considerations may warrant retention of administrative records for longer than 2 years. The following special cases provide the recommended retention periods for administrative records:

989.35(c)(7)(i) (Added)(AETC) Coastal zone management, flood plain management, wetlands protection actions (an EA or EIS that includes a FONPA) or projects requiring air conformity determinations. Retain (1) until superseded; (2) until the project, program, or plan they support is replaced or removed; or (3) as long as federal, state, or local requirements dictate; whichever is later.

989.35(c)(7)(ii) (Added)(AETC) Proposals that generate (or have generated) controversy. Retain for a minimum of 7 years after the controversy has been cleared. Examples of controversial actions include airfield expansion or construction projects, airspace and range proposals, base realignment and closure actions, and actions historically generating public interest or litigation, such as (but not limited to) those involving endangered species.

989.35(c)(7)(iii) (Added)(AETC) Historic preservation programs or projects. Retain indefinitely pending a disposition instruction published by the Air Force.

989.35(c)(7)(iv) (Added)(AETC) Actions requiring mitigations or mitigation plans. Retain throughout the time period mitigations are required.

989.35(c)(7)(v) (Added)(AETC) Classified actions. Retain until the completed actions are declassified and released to the public (and then according to paragraph 989.35(c)6 (Added)(AETC) of this supplement).

989.35(c)(7)(vi) (Added)(AETC) Tiered documents. Documents used for tiering become part of the administrative record. Retain according to paragraph 989.35(c)6 (Added)(AETC) of this supplement.

989.35(c)(8) (Added)(AETC) If space is available, keep administrative records as long as possible beyond the 2 years. If space is not available and the minimum time periods specified in paragraphs 989.35(c)(6) (Added)(AETC) and 989.35(c)(7) (Added)(AETC) have elapsed, the integrity of the administrative record may be destroyed, with the concurrence of the SJA. In these cases, keep at least the decision document (CATEX, FONSI, or ROD, and associated FONPA, if required) and the final EA or EIS for as long as possible.

989.35(c)(9) (Added)(AETC) With the exception of classified documents, documents contained in the administrative record are normally releasable to the public. Process written requests for copies of the administrative record or portions thereof according to Department of Defense Regulation (DoDR) 5400.7/AF Supplement, *DoD Freedom of Information Act Program*, 24 June 2002; and DoDR 5400.7/AF Supplement/AETC Supplement 1, 26 February 2003.

989.39 (Added)(AETC) Forms Adopted.

AF IMT 332, *Base Civil Engineer Work Request*

AF IMT 813, *Request for Environmental Impact Analysis*

AF Form 847, *Recommendation for Change of Publication*

NOTE: The following are added to Appendix A:

References

40 CFR 93.153, *Determining Conformity of Federal Actions to State or Federal Implementation Plans (Applicability)*

CEQ Guidance, *Considering Cumulative Effects Under the National Environmental Policy Act*, January 1997, available at the following Web site: <http://ceq.eh.doe.gov/nepa/nepanet.htm>

CEQ Guidance, *Environmental Justice: Guidance Under the National Environmental Policy Act*, 10 December 1997, available at the following Web site: <http://ceq.eh.doe.gov/nepa/nepanet.htm>

CEQ Guidance, *Guidance on the Consideration of Past Actions in Cumulative Effects Analysis*, 24 June 2005, available at the following Web site: <http://ceq.eh.doe.gov/nepa/nepanet.htm>

CEQ Memorandum, *Emergency Actions and NEPA*, 8 September 2005, available at the following Web site: <http://ceq.eh.doe.gov/nepa/nepanet.htm>

DoDR 5400.7/AF Supplement, *DoD Freedom of Information Act Program*, 24 June 2002

DoDR 5400.7/AF Supplement/AETC Supplement 1, *DoD Freedom of Information Act Program*, 26 February 2003

HQ USAF/A7C (formerly ILEV), *Environmental Impact Analysis Process Desk Reference/Attachment K*, May 1995, available at the following Web site: https://www-r.aetc.af.mil/ce/cev/library/NEPA_files/EIAP_Desk_Ref_Atch_K.pdf

HQ USAF/A7C (formerly ILEV), *Guide for Environmental Justice Analysis with the Environmental Impact Analysis Process (EIAP)*, November 1997, available at the following Web site: <http://www.afceprivweb.brooks.af.mil/ec/eiap/ejustice.pdf>

16 USC 470, *et seq*, *National Historic Preservation Act*

16 USC 1531-1544, *Endangered Species Act*

AFI 32-7064, *Integrated Natural Resources Management*, 17 September 2004

AFI 32-7065, *Cultural Resources Management*, 1 June 2004

Abbreviations and Acronyms

AETC—Air Education and Training Command

AFRC—Air Force Reserve Command

DoDR—Department of Defense Regulation

EBS—environmental baseline survey

ESOHC—Environment, Safety, and Occupational Health Council

ICEP—Interagency and intergovernmental coordination for environmental planning

IMT—Information Management Tool

NHPA—National Historic Preservation Act

OPR—office of primary responsibility

RDS—Records Disposition Schedule

Terms

Cumulative action—Other past, present, and reasonably foreseeable future actions, regardless of what organization (federal, nonfederal, or private) or person undertakes such other actions. Cumulative actions occur in the vicinity of the proposed action, on and off the installation, within the region of influence.

NOTE: The following is added to Appendix C:

A3.2.3.9. (Added)(AETC) Privacy Advisory. See paragraph 989.24(e) (Added)(AETC) of this supplement.

A3.7.1. The attendance roster should include the “privacy advisory” prescribed in paragraph 989.24(e)(1) (Added)(AETC) of this supplement.

A3.7.2. The introductory remarks should include an explanation of the “privacy advisory.” See paragraph 989.24(e)(3) (Added)(AETC) of this supplement.

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