

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

**DEPARTMENT OF THE AIR FORCE  
INSTRUCTION 90-801**



**9 MAY 2024**

***Special Management***

***ENVIRONMENTAL, SAFETY, AND  
OCCUPATIONAL HEALTH COUNCILS***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 90-8, *Environmental, Safety, and Occupational Health Management and Risk Management* by establishing the Department of the Air Force (DAF) Environmental, Safety and Occupational Health Council (ESOHC) at Headquarters Air Force (HAF), Major Commands (MAJCOMs), Field Commands (FLDCOMs), Direct Reporting Units (DRUs), Field Operating Agencies (FOAs) and installations to ensure a systematic, inter-disciplinary approach to achieve Environmental, Safety, and Occupational Health (ESOH) goals throughout the DAF. It applies to all DAF civilian employees and uniformed members of the Regular Air Force, Air Force Reserve (AFR), Air National Guard (ANG) the Civil Air Patrol when conducting missions as the official Air Force Auxiliary and the United States Space Force (USSF) worldwide and those with a contractual obligation to abide by the terms of DAF issuances, except where noted otherwise. For the purposes of this instruction, ANG, and AFRC are included in all references to MAJCOMs. In instances where the DAF organizations and personnel are tenants to a non-Air Force organization, personnel will follow the requirements identified in applicable and enforceable agreements in accordance with (IAW) AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*. 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 DAF. Ensure all records generated of processes prescribed in this publication adhere to AFI 33-322, *Records Management, and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. This publication may be supplemented at any level, but direct supplements must not contain conflicting material or less

restrictive guidance. Waiver authority requirements are identified with a Tier (T-0, T-1, T-2, T-3) number following the compliance statement. See DAF Manual 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier number. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority or to the requestor's commander for non-tiered compliance items. To meet the intent of Department of the Air Force Instruction (DAFI) 90-160, send finalized waiver requests (DAF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*) to the Deputy Assistant Secretary of the Department of the Air Force for Environment, Safety, and Infrastructure (SAF/IEE) ([saf.iee.safety@us.af.mil](mailto:saf.iee.safety@us.af.mil)). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command to SAF/IEE, 1665 Air Force Pentagon, Washington, DC 20330-1665, [usaf.pentagon.saf-ie.mbx.workflow@mail.mil](mailto:usaf.pentagon.saf-ie.mbx.workflow@mail.mil).

### ***SUMMARY OF CHANGES***

This document has been substantially rewritten and must be thoroughly reviewed. Outdated requirements have been removed, and new terms have been added and clarified. Revisions include but are not limited to, new requirements for ESOHC structure, membership at all command levels, ESOHC objectives, Safety Governance Boards (SGB) and Working Groups, meeting periodicity, and integrates USSF into the ESOH governance process.

## Chapter 1

### FRAMEWORK

**1.1. Background.** The DAF will provide safe and healthful workplaces and conduct operations that minimize risk to mission accomplishment. At the same time, the DAF will preserve resources, protect the environment, safeguard military and civilian personnel, and the public where military operations pose an encroachment issue. The ESOHC will identify environmental, safety, and occupational health aspects carrying the greatest risk and formulate action plans to reduce those risks.

## Chapter 2

### CONCEPT

**2.1. Approach.** This instruction provides HAF, MAJCOMs, FLDCOMs, DRUs, FOAs, DAF installations, and equivalents with a framework to oversee the integration of DAF core mission areas into DAF ESOH programs across the enterprise. This framework is defined by AFPD 90-8, *Environmental Safety & Occupational Health Management and Risk Management*; AFPD 91-2, *Safety Programs*; AFPD 32-70, *Environmental Considerations in Air Force Programs and Activities*; AFPD 40-2, *Radioactive Materials (Non-Nuclear Weapons)*; AFPD 48-1, *Aerospace and Operational Medicine Enterprise (AOME)*; AFI 32-7001, *Environmental Management*, AFI 32-7091, *Environmental Management Outside the United States*.”

**2.2. Purpose.** The ESOHC is the cornerstone of DAF ESOH programs and provides a governance structure for senior leadership at all command levels to engage and provide direction and decisions to ensure compliance, risk reduction, and continuous process improvement. Each higher-level ESOHC establishes plans, objectives, milestones, and performance measures that provide additional ESOH guidance to subordinate ESOHCs, as necessary. The ESOHC is a key element in the Plan-Do-Check-Act (PDCA) cycle within respective DAF ESOH Management Systems. At all command levels, the ESOHC will identify issues that are beyond its span of control and raise those issues with the next higher-level ESOHC for assistance, guidance, and resource advocacy, as necessary.

**2.3. Assets and Resource Advocacy.** The ESOHC will advocate that the appropriate level of assets and resources are obtained, sustained, restored, and modernized to achieve the desired outcome using risk-based decision making.

**2.4. Issues Requiring Elevation.** Issues requiring elevation to the next higher-level ESOHC include, but are not limited to:

- 2.4.1. Mission-critical requirements identified through trends or subordinate ESOHCs.
- 2.4.2. Topics that may draw national media attention.
- 2.4.3. Mishaps with implications for adjacent public communities (CONUS and OCONUS).
- 2.4.4. Funding impacts that may create imminent or serious hazards.
- 2.4.5. Projects briefed and/or approved by organizations external to the DAF (e.g., Office of the Secretary of Defense, U.S. Congress, Industry Partners) that are subject to the timelines established by such external organizations.
- 2.4.6. Significant and Potential violations of law or treaty agreements (self-reported or externally identified).
- 2.4.7. Audit results (internal or external).
- 2.4.8. Management Internal Control Toolset programmatic status.
- 2.4.9. Discussions or direct interfaces with community stakeholders, including regulators or Congressional members.
- 2.4.10. Items of interest at the commander’s or ESOHC chairperson’s discretion.

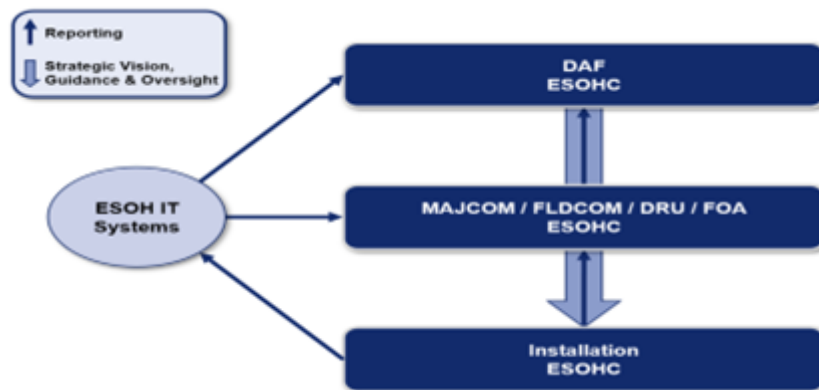
## Chapter 3

### INFORMATION TECHNOLOGY

**3.1. Process.** ESOHC governance, at all command levels, is the mechanism that will determine and monitor priorities, based on higher headquarters/command vision and guidance, to achieve ESOH objectives and outcomes. The ESOHC will also, as necessary, oversee data collection and reporting to higher command levels and/or internal and external stakeholders to ensure data and reporting accuracy and efficacy.

**3.2. ESOH IT Systems.** ESOH-specific information technology (IT) systems refer to and serve as authoritative systems of record and repositories for environmental, safety, and occupational health disciplines. ESOHCs will use ESOH-specific IT systems to prepare ESOHC work products that require vetted and official environmental, safety, and occupational health data. Since the three communities use different systems of record, ESOHC facilitators must clearly identify data sources on work products by conspicuously notating information origin. See [Figure 3.1](#). ESOHC Information Flow.

**Figure 3.1. ESOHC Information Flow.**



## Chapter 4

### ROLES AND RESPONSIBILITIES

**4.1. ESOHC Membership.** Primary and auxiliary participants partake in the interdisciplinary, integrated approach to developing strategies to execute higher headquarters/command vision and objectives. They also identify, address, and work to mitigate emergent and persistent ESOH issues. All ESOHCs must comply with responsibilities outlined in this policy.

**4.2. DAF ESOHC (Secretariat, Air Staff, Office of Space Operations).**

4.2.1. The DAF ESOHC will be chaired by the Assistant Secretary for Energy, Installations & Environment (SAF/IE), but may delegate to either the Principal Deputy Assistant Secretary for Energy, Installations & Environment (SAF/IE PDAS) or the Deputy Assistant Secretary for Environment, Safety, and Infrastructure (SAF/IEE).

4.2.1.1. SAF/IE is also the DAF's Designated Agency Safety and Health Official (DASHO) and is responsible for all duties within the scope of Public Law, Title 29 of the Code of Federal Regulations, and DAF Instructions related to ESOH, including oversight of DAF ESOH programs.

4.2.2. Primary members include but are not limited to Air Force Chief of Safety (AF/SE), Air Force Surgeon General (AF/SG), Air Force Installation and Mission Support Center Commander (AFIMSC/CC), Air Force Civil Engineer Center Commander (AFCEC/CC), and the Deputy Chief of Staff of the Air Force for Logistics, Engineering and Force Protection (AF/A4). Primary members will designate alternate members with adequate decision-making authority who may serve in their stead, as necessary. Alternate members must be a General Officer (GO), a member of the Senior Executive Service (SES), or the principal deputy of the primary member. Auxiliary participants from other staff offices, in addition to subject matter experts (SMEs), will be determined based on necessity and at the discretion of the chairperson.

4.2.3. The chairperson will appoint an executive ESOHC secretary who will be responsible for all DAF ESOHC arrangements including, but not limited to, scheduling, developing, and distributing the agenda, serving as meeting facilitator, and recording and publishing minutes.

4.2.4. At the discretion of the DAF ESOHC chairperson, a SGB may be chartered and will report directly to the DAF ESOHC. The SGB will be chaired by a SAF/IEE Environment, Safety, or Occupational Health Director and will include, at a minimum, senior (O-5/-6 and/or GS-14/-15) representatives from organizations indicated in [paragraph 4.2.2](#) of this policy. The SGB will serve as the principal supporting agent, information conduit for issues seeking DAF ESOHC review and/or decision, and decision-making body for specific matters as delegated by the DAF ESOHC chairperson. The SGB will convene at least quarterly and as needed. The SGB will submit a completed and signed charter to the executive secretary for recordkeeping; see [Attachment 3](#). Functions of the SGB include but are not limited to:

4.2.4.1. Support the DAF ESOHC chairperson in the execution of their oversight responsibilities as prescribed in section 4.2.6 of this policy.

4.2.4.2. Oversee the activities of chartered DAF ESOHC working groups.

4.2.4.3. Prepare ESOH work products for DAF ESOHC review and/or decision.

4.2.4.4. Ensure effective planning of activities associated with the DAF ESOHC.

4.2.4.5. Provide non-binding guidance to MAJCOM, FLDCOM, DRU, and FOA ESOHCs, as necessary.

4.2.4.6. Collaborate with internal and external stakeholders at the senior level, as necessary, to effect DAF ESOHC desired outcomes.

4.2.5. At the discretion of the DAF ESOHC chairperson, working groups may be chartered for issue specific purposes. **(T-1)** Working groups will be comprised of senior (O-5/-6 and/or GS-14/-15) Action Officers (AO's) and SME's and will report directly to the DAF SGB Chairperson. In the absence of a chartered DAF SGB, working groups will report directly to the DAF ESOHC. **(T-1)** Working groups will submit completed and signed charters to the executive secretary for recordkeeping; see [Attachment 3](#).

4.2.6. SAF/IE will:

4.2.6.1. Establish a DAF ESOHC as the primary executive council to provide strategic direction and guidance for DAF ESOH programs.

4.2.6.2. Convene the ESOHC at least twice per fiscal year and as needed.

4.2.6.3. Ensure a DAF occupational safety and health policy and program is established to carry out the provisions of section 19 of the Occupational Safety and Health Act of 1970, 29 U.S. Code § 668, *Programs of Federal agencies*, 5 U.S.C. § 7902 - U.S. Code, *Title 5. Government Organization and Employees § 7902. Safety programs*, Executive Order (E.O.) 12196, *Occupational Safety and Health Programs for Federal Employees*, and Title 29 Code of Federal Regulations Part 1960, *Basic Program Elements for Federal Employees Occupational Safety and Health Programs and Related Matters*.

4.2.6.4. Ensure the DAF budget submission includes appropriate financial and other resources to effectively implement and administer DAF ESOH programs.

4.2.6.5. Ensure provisions for designating ESOH officials at appropriate levels, with adequate budgets and staffs, to implement the ESOH program at all operational levels.

4.2.6.6. Ensure effective implementation of ESOH policies and programs considering the mission, size, and organizational structure.

4.2.6.7. Ensure goals and objectives for reducing and eliminating ESOH mishaps, impacts, injuries, and illnesses are developed in the form of a DAF ESOH Strategic Plan and published for action by each MAJCOM/FLDCOM/DRU/FOA.

4.2.6.8. Ensure plans and procedures for evaluating the effectiveness of DAF ESOH programs at all command levels are established by accomplishing Program Management Reviews (PMRs).

4.2.6.9. Ensure a process is developed to manage the review and implementation of corrective actions derived from ESOH-related mishaps (personnel injury, property damage, and environmental impacts).

4.2.6.10. Ensure ESOHCs are established at each MAJCOM/FLDCOM/DRU/FOA or equivalents.

4.2.6.11. Provide guidance to MAJCOM/FLDCOM/DRU/FOA ESOHCs upon request and as necessary.

#### **4.3. MAJCOM, FLDCOM, DRU, and FOA ESOHC.**

4.3.1. MAJCOM/FLDCOM/DRU/FOA ESOHCs will be chaired by the commander but may delegate to the deputy commander or equivalent. **(T-1)**

4.3.2. Primary members include, but are not limited to, senior leaders and representatives from appropriate two-letter offices, AFCEC, and AFIMSC. Primary members will designate alternate members with adequate decision-making authority who may serve in their stead, as appropriate. Auxiliary participants from other staff offices in addition to SMEs will be determined based on necessity and at the discretion of the chairperson. **(T-1)** Where USSF FLDCOMs do not own, administer, or manage ESOH programs, they will participate in DAF Installation ESOHCs as a tenant. Where USSF FLDCOM's own, administer, or manage ESOH programs, they will adhere to paragraphs **4.3.5-4.3.5.2.2.9**, of this policy.

4.3.3. At the discretion of the chairperson, working groups may be chartered for issue specific ESOH purposes. Working groups will be comprised of AOs and SMEs and will report directly to the MAJCOM/FLDCOM/DRU/FOA ESOHCs. Working groups will be chaired by an Environmental, Safety, or Occupational Health representative at the rank of O-5/-6 and/or GS-14/-15. Working groups will submit completed and signed charters to the executive secretary for recordkeeping; see **Attachment 3**.

4.3.4. The chairperson will appoint an executive secretary who will be responsible for all ESOHC arrangements, which include, but are not limited to, scheduling, developing, and distributing the agenda, serving as meeting facilitator, and recording and publishing minutes.

4.3.5. MAJCOMs, FLDCOMs, DRUs and FOAs will:

4.3.5.1. Establish an ESOHC as the primary executive council to provide strategic direction and guidance for command ESOH programs.

4.3.5.2. Convene the ESOHC at least twice per fiscal year and as needed.

4.3.5.2.1. First meeting will convene to, at a minimum:

4.3.5.2.1.1. Establish/review short- and long-term strategic ESOH objectives.

4.3.5.2.1.2. Decide on strategy(s) to address outstanding and/or persistent risks.

4.3.5.2.1.3. Review the command budget for Environmental, Safety, and Occupational Health programs to scrutinize current/projected resources.

4.3.5.2.1.4. Conduct PMRs from each ESOH discipline.

4.3.5.2.1.5. Discuss other topics at the discretion of the ESOHC chairperson.

4.3.5.2.2. Second meeting will convene to, at a minimum:

4.3.5.2.2.1. Review ESOH performance across its area of responsibility (AOR) based on determined annual strategic objectives and to determine the need to retool, revector, or recommunicate.

4.3.5.2.2.2. Address emergent issues.

4.3.5.2.2.3. Decide to seek higher command level support to address issues beyond



its capability/capacity.

4.3.5.2.2.4. Decide to advocate for installation resource request(s).

4.3.5.2.2.5. Discuss other topics at the discretion of the ESOHC chairperson.

4.3.5.2.2.6. Ensure ESOHCs are established at all installations or equivalents within its' AOR.

4.3.5.2.2.7. Identify issues that are beyond MAJCOM/FLDCOM/DRU/FOA ESOHCs capacity/capabilities and raise those issues with the next higher-level ESOHC for assistance, guidance, direction, and resource advocacy, as necessary.

4.3.5.2.2.8. Support and assist the DAF ESOHC by ensuring requests are satisfied for data, analyses, information papers, etc.

4.3.5.2.2.9. Consider additional topics from [Attachment 2](#) or other topics as appropriate, as determined by the chairperson.

#### **4.4. Installation ESOHC.**

4.4.1. The ESOHC will be chaired by the installation commander but may delegate to the deputy commander. **(T-1)**

4.4.1.1. Primary members, include but are not limited to, group commanders and/or senior leaders or their equivalents from Environmental, Safety, Bioenvironmental Engineering, Civil Engineering, Public Health, Installation Occupational and Environmental Medicine Consultant (IOMEC), and tenant organizations. Based on the meeting agenda and topics, other organizations and partners should be invited, such as Fire Department, Chief of Aerospace Medicine (SGP), Operational Flight Medicine, Contracting, Staff Judge Advocate, Public Affairs, and Federal Employee Workers Compensation Act representative. Primary members will designate alternate members with adequate decision-making authority who may serve in their stead, as appropriate. Auxiliary participants from other staff offices, in addition to SMEs, will be determined based on necessity and at the discretion of the chairperson. **(T-3)**

4.4.1.1.1. Where USSF Deltas and associated units do not own, administer, or manage ESOH programs, they will participate in DAF Installation ESOHCs as a tenant. Where USSF Deltas and associated units own, administer, or manage ESOH programs, they will adhere to paragraphs [4.4.2-4.4.2.2.7](#), of this policy.

4.4.1.1.2. The Designated Employee Representative(s) will be invited to participate unless representation is otherwise covered under management-labor contracts. **(T-1)**

4.4.1.2. At the discretion of the chairperson, working groups may be chartered for issue specific ESOH purposes. Working groups will be comprised of AOs and SMEs and will report directly to the Installation ESOHCs. Working groups will be chaired by an Environmental, Safety, or Occupational Health representative at the rank of O-3/-4 and/or GS-12/-13. Working groups will submit completed and signed charters to the executive secretary for recordkeeping; see [Attachment 3](#).

4.4.1.3. The chairperson will appoint an executive secretary who will be responsible for all ESOHC arrangements, which include but are not limited to scheduling, developing, and

distributing the agenda, serving as meeting facilitator, and recording and publishing minutes. **(T-2)**

4.4.2. Installations will:

4.4.2.1. Establish an ESOHC as the primary executive council to provide strategic direction and guidance for DAF ESOH programs. **(T-1)**

4.4.2.2. Convene the ESOHC at least twice per fiscal year and as needed. **(T-1)**

4.4.2.2.1. First meeting will convene to, at a minimum review MAJCOM, FLDCOM, DRU, and FOA short- and long-term AOR objectives, discern installation applicability, and formulate an installation-specific strategic plan, goals and objectives following the examination of:

4.4.2.2.1.1. Review installation budget for Environmental, Safety, and Occupational Health programs to scrutinize current/projected resources. **(T-1)**

4.4.2.2.1.2. PMRs from each ESOH discipline. **(T-1)**

4.4.2.2.1.3. ESOH Management System conformance. **(T-1)**

4.4.2.2.1.4. Installation's Master Hazard Abatement Plan scrutinizing risk assessment codes (RAC) 1 through 3, which will not be corrected within 60 days of issuance. **(T-1)**

4.4.2.2.1.5. Radiation Safety and Radioactive Material Programs. **(T-1)**

4.4.2.2.1.6. Aging infrastructure. **(T-1)**

4.4.2.2.1.7. Instances where a mission or operation has been, or is expected to be, negatively impacted because of existing or imminent ESOH restrictions.

4.4.2.2.1.8. Other topics at the discretion of the chairperson.

4.4.2.2.2. Second meeting will convene to, at a minimum:

4.4.2.2.2.1. Review ESOH Management System performance in association with the installation-specific strategic plan, goals, and objectives. **(T-1)**

4.4.2.2.2.2. Review the command fiscal portfolio and current/projected resource posture; discern resource shortfalls, mission/program impacts, and develop courses of action for ESOHC review/decision. **(T-1)**

4.4.2.2.2.3. Review ESOH policies and guidance, make recommendations on required changes, and elevate recommendations to the appropriate office of primary responsibility (OPR). **(T-1)**

4.4.2.2.2.4. Decide to seek higher command level support to address issues beyond its capability/capacity.

4.4.2.2.2.5. Discuss other topics at the discretion of the chairperson.

4.4.2.2.2.6. Support and assist the MAJCOM, FLDCOM, DRU, and FOA ESOHC'S by ensuring requests are satisfied for data, analyses, information papers, etc.

4.4.2.2.2.7. Consider additional topics from [Attachment 2](#) or other topics as

appropriate, as determined by the chairperson.

**4.5. Air National Guard and Air Force Reserve.** Air National Guard and Air Force Reserve will adhere to requirements in sections 4.3 and 4.4. of this policy. However, those organizations with less than 200 full-time personnel may adjust the frequency of meetings based on available resources or attend the host installation ESOHC as a tenant organization. (T-1)

**4.6. Geographically Separated Units (GSU) and or Contingents.** Geographically Separated Units (GSU) and or Contingents will implement provisions of this policy. GSUs or contingents without commensurate staff or where implementation is not reasonable will participate in the host installation ESOHC (or equivalent for Joint environments) as a tenant organization and ensure communication with their parent command. Where attendance as a tenant organization is not possible, GSUs or contingents will obtain and adhere to direction from their parent command. Policy augmentation will be documented and retained by the parent command ESOHC. (T-1)

## Chapter 5

### RECORDS MANAGEMENT

**5.1. Preparation.** Within 30 calendar days following a meeting of the ESOHC, the executive secretary will prepare minutes for distribution. Minutes will summarize the substance and outcome of all discussions and decisions. Minutes will also document actions taken and directed by the ESOHC with an appointed OPR for each action. Reference DAFH 33-337, *Tongue and Quill*, Chapter 13, for guidance on developing meeting minutes.

**5.2. Distribution.** Executive secretaries will make available (e.g., SharePoint™) and/or distribute ESOHC minutes to all ESOHC members and, upon request, to the next higher or lower level ESOHC.

5.2.1. Minutes will be approved and signed by the chairperson or their delegate before distribution. **(T-1)**

5.2.2. ESOHC executive secretary will make available or distribute minutes to MAJCOM/FLDCOM/DRU/FOA/Installation ESOHC executive Secretaries.

**5.3. Executive Secretaries.** Executive secretaries will retain ESOHC minutes and related documents in accordance with the Air Force Records Disposition Schedule.

**5.4. Privileged Safety Information (PSI).** PSI will not be discussed during the ESOHC. If discussion of PSI is necessary, the ESOHC executive secretary will organize a separate meeting and consult with AFSEC/JA prior to the meeting to ensure appropriate safeguards are in place regarding who will attend, what will be discussed, and proper training of all members, participants, and attendees. At no time will PSI be published in the minutes. Executive secretaries can follow instructions for handling and releasing PSI in accordance with DAFI 91-204, *Safety Investigations and Reports*.

DR. RAVI I. CHAUDHARY  
Assistant Secretary of the Air Force  
Energy, Installations, & Environment

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

Executive Order 12196, *Occupational Safety and Health programs for Federal employees*, 26 February 1980, as amended

Title 5 USC § 7902, *Safety programs*

Title 29 USC § 668, *Programs of Federal Agencies*

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

Title 29 Code of Federal Regulations Part 1960, *Basic Program Elements for Federal Employees Occupational Safety and Health Programs and Related Matters*

Title 32 Code of Federal Regulations Part 989, *DAF Environmental Impact Analysis Process (EIAP)*

Title 40 Code of Federal Regulations Part 1500-1508, *President's Council on Environmental Quality Regulations for Implementing the Procedural Provisions of the NEPA*

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

AFPD 40-2, *Radioactive Materials (Non-Nuclear Weapons)*, 19 June 2019

AFPD 48-1, *Aerospace and Operational Medicine Enterprise (AOME)*, 7 June 2019

AFPD 90-8, *Environment, Safety, and Occupational Health Management and Risk Management*, 23 December 2019

AFPD 91-2, *Safety Programs*, 3 September 2019

DAFI 32-7002, *Environmental Compliance and Pollution Prevention*, 4 February 2020

DAFI 90-160, *Publications and Forms Management*, Certified Current 14 April 2022

DAFI 91-202, *The US Air Force Mishap Prevention Program*, 12 March 2020

DAFI 91-204, *Safety Investigations and Reports*, 10 March 2021

DAFH 33-337, *The Tongue and Quill*, 27 May 2015

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

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

AFI 32-7001, *Environmental Management*, 23 August 2019

AFI 32-7091, *Environmental Management Outside the United States*, 13 November 2019

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

ISO 14001:2015 *Environmental Management Systems*, September 2015

***Prescribed Forms***

None

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*, 15 April 2022

DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*, 15 April 2022

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AO**—Action Officer

**AOME**—Aerospace and Operational Medicine Enterprise

**AOR**—Area of Responsibility

**DAF**—Department of the Air Force

**DAFI**—Department of the Air Force Instruction

**DASHO**—Designated Agency Safety and Health Official

**EIAP**—Environmental Impact Analysis Process

**ESOH**—Environment, Safety, and Occupational Health

**ESOHC**—Environment, Safety, and Occupational Health Council

**FLDCOM**—Field Command

**GSU**—Geographically Separated Unit

**HAF**—Headquarters Air Force

**MAJCOM**—Major Command

**NEPA**—National Environmental Policy Act

**PDCA**—Plan-Do-Check-Act

**PMR**—Program Management Review

**SME**—Subject Matter Expert

***Office Symbols***

**AF/A4**—Deputy Chief of Staff of the Air Force for Logistics, Engineering and Force Protection

**AF/SE**—Air Force Chief of Safety

**AFCEC/CC**—Air Force Civil Engineer Center Commander

**AFIMSC/CC**—Air Force Installation and Mission Support Center Commander

**AF/SG**—Air Force Surgeon General

**SAF/IE**—Assistant Secretary of the Air Force for Energy, Installations, and Environment

**SAF/IEE**—Deputy Assistant Secretary of the Air Force for Environment, Safety, and Infrastructure

**SAF/IE PDAS**—Principal Deputy Assistant Secretary for Energy, Installations & Environment

**SGP**—Chief of Aerospace Medicine

### *Terms*

**Core Mission Areas**—For the purposes of this AFI and Air Force Environment, Safety, and Occupational Health programs, the term “Core Mission Areas” refers to the following organizations at every level of command (where they exist): Operations, Maintenance, Mission Support, Medical, and Acquisition.

**Designated Employee Representative**—An individual selected by civilian employees, either directly or through an exclusive representation bargaining agreement, to represent them as a member of the ESOHC and or subordinate governance boards and working groups.

**Direct Reporting Unit**—Units that are outside of the normal DAF organizational structure, lacking a parent group and/or wing. For these units, any requirements normally satisfied at the group or wing level moves up to the first available organization in the chain.

**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.

**Environmental Impact Analysis Process**—The DAF’s 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 implementing the National Environmental Policy Act.

**Environment, Safety, and Occupational Health**—Includes environmental programs (pollution prevention, compliance, conservation, clean-up, restoration), environmental health, fire protection, occupational safety, and occupational health disciplines.

**Environmental Health**—The discipline and program concerned with identifying and preventing illness and injury due to exposure to hazardous chemical, physical, and biological agents that may be encountered in the ambient environment – air, water, or soil at installations and deployed locations.

**Environmental Management System**—The systemic approach to handling environmental issues within an organization. The DAF EMS is based on the ISO 14001 standard. 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.

**Field Commands**—A unit command overseen by the DAF that falls under Space Force. FLDCOMs align with specific mission focuses and are comparable to the MAJCOMs.

**Field Operating Agency**—A subdivision of the Air Force, directly subordinate to a HQ USAF functional manager. Field operating agencies perform field activities beyond the scope of any of the major commands. Their activities are specialized or associated with an Air Force-wide mission.

**Geographically Separated Unit (GSU)**—Any DAF unit that is geographically separated from a host or main operating base that provides support.

**Installation**—An enduring location consisting of a base, camp, post, station, yard, center, or other Department of Defense activity under the authority of the Secretary of a Military Department or the Secretary of Defense.

**ISO 14001**—An environmental standard published by the International Organization for Standardization (ISO). It provides the framework and guidance for organizations that need to systematize and improve their environmental management efforts.

**Major Commands**—A major Air Force subdivision, including reserve and guard, with a specific portion of the overall mission and directly subordinate to Headquarters Air Force.

**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)

**Occupational Health**—The discipline and program concerned with identifying potential hazards in the workplace and preventing illness resulting from work-related factors. It includes the prevention of illness during deployments to reduce disease and non-battle injury-rates.

**Plan-Do-Check-Act Cycle**—A four-step management method used to ensure continual program improvement.

**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 systematic process of identifying hazards, assessing risk, analyzing risk control options and measures, making control decisions, implementing control decisions, formally accepting residual risks, and supervising/reviewing the activity for effectiveness.

**Safety**—The discipline and program concerned with the prevention of any active or latent condition that can cause mission degradation, injury or death to personnel, or damage to, or loss of, systems, equipment, facilities, or property.

**United States**—The several States, District of Columbia, Commonwealths of Puerto Rico, Northern Mariana Islands, American Samoa, Guam, Midway and Wake Islands. 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 the exclusive management authority of the United States.



**Attachment 2****ADDITIONAL ESOHC DISCUSSION TOPICS****Figure A2.1. Additional ESOHC Discussion Topics.**

1. ESOH management system conformance and performance
2. Program Management Review (PMR) summary for Occupational and Environmental Health, Occupational health, And Safety (includes flight, weapons, occupational and space)
3. Fire Protection goals and objectives
4. Environmental Management System
5. Summary of inspection, assessment, and evaluation results
6. Occupational and Environmental Health and Safety issues involving Military Housing Privatized Initiative
7. Letters and or notices from regulatory agencies
8. Accident and incident trends (including dangerous goods movements and product safety), safety initiatives and private sector and other governmental agency best practices
9. Changes in ESOH program guidelines and administrative orders
10. Analysis of mishap prevention program
11. Review status of Medical Surveillance Programs
12. Components of Environmental Impact Analysis process (EIAP) compliance status
13. Status and progress in meeting compliance schedules
14. Respiratory Protection, Confined Space, Hazardous Energy Control, Drinking Water, Radiation Protection Programs, and other high-risk ESOH programs
15. Unfulfilled compliance agreements
16. Federal Employee Compensation Act working groups report
17. Compensation program charge-back costs and continuation of pay costs for respective AOR
18. Outstanding and impending memorandums of understanding and memorandums of agreement as they potentially impact ESOH programs and operations
19. Master Hazard Abatement Program
20. ESOH issues regarding NEPA (including EA/FONSI and EIS/RODs)
21. Review of Process Safety Management of Highly Hazardous Chemicals

## Attachment 3

## ESOHC SAFETY GOVERNANCE BOARD OR WORKING GROUPS CHARTER TEMPLATE

Figure A3.1. ESOHC Safety Governance Board or Working Groups Charter Template.

### [Charter Title]

#### 1. AUTHORITY

[Provide and explain the directive, statute, instruction, etc. that authorizes the Group. Example below]:

The establishment of this governance structure is derived from Air Force Policy Directive 90-8, *Environment, Safety, and Occupational Health management and Risk Management*, Section 2.1 “Provide oversight for all environment, safety, and occupational health program performance in accordance with HAF MD 1-18, *Assistant Secretary of the Air Force (Installations, Environment and Energy)*. Assign policy and program domains, provide guidance and oversight related to the formulation and execution of plans, policies, programs, budgets, and DAF positions regarding federal and state legislation and regulation. Implement and direct an environment, safety, and occupational health program and management system(s) to maintain readiness and support the mission, pursuant to DoDD 4715.1E.”

#### 2. PURPOSE

[Provide intended Group purpose. Example below]:

The [Group Title] purpose is to balance Major Command (MAJCOM), Field Command (FLDCOM), Direct Reporting Unit (DRU), and Field Operating Agency (FOA) requirements with mission, Department of the Air Force (DAF) strategic goals and higher command level strategic initiatives. The [Group Title] responsibilities include:

- [Identify and list specific responsibilities and duties of the Group, based on the ESOH-specific issue(s) requiring attention.]

#### 3. FRAMEWORK & STRUCTURE

[Overview of the Group framework, to answer the “what” and “how” of group function. Example below]:

The [Group Title] is established to provide oversight of key ESOH initiatives, projects, and guidance impacting the greater DAF. It is a decision-making group responsible for providing strategic guidance and oversight of ESOH initiatives. It also evaluates issues related to installation performance in supporting mission accomplishment and DAF strategic goals submitted through the ESOHC process.

The [Group Title] is the strategic forum used to provide vision, priorities and vectors to the DAF ESOH program’s decisions and processes focused on environment, occupational health, and safety. This body will ensure the [synthesis of duties, responsibilities, requirements, etc.]

#### 4. MEMBERSHIP, ROLES, & RESPONSIBILITIES

##### *Group Chair:*

- Group Chairperson's Office and Title

##### *Group Members:*

- Member A
- Member B
- Member C

The group chairperson will seek full consensus for all decisions made by the [Group Title]; however, if the group cannot reach a full consensus, decision authority ultimately rests with the chairperson (unless there is superseding authority from some other Department of Air Force Policy Directive (DAFPD)s, i.e., a mission directive) If a group member cannot attend a meeting, they may delegate their voting authority to another individual in their organization with a rank no lower than that which is required for membership.

##### *4.1. Administration – Group Secretary*

Group administration will be conducted by [Office Name] as the group secretary and they are responsible for the following duties:

- Schedule and facilitate meetings with group members
- Propose agenda for group Chair approval in coordination with members
- Ensure group information is provided to members and potential members
- Coordinate work product presentation
- Designate or serve as recorder for each meeting
- Ensure proper documentation of meeting minutes, decisions, and open action items. Disseminate meeting minutes or post to an accessible SharePoint™ site
- Coordinate and arrange administrative or other communication requirements
- Track action items – Assign action items through standard staffing processes; track milestones, due dates and completed tasks.
- Develop calendar of meetings and agendas

##### *4.2. Cadence*

[Established meeting frequency and purpose for each meeting. Example below:]

The [Group Title] will meet quarterly or as needed/requested by the members of the group. Meetings will serve as the primary opportunity for group members to work on remedying the issue(s) and deriving courses of action (COA). They will also discern assistance needed from the Group chairperson.

## 5. METHODOLOGY

This structure allows recommended policy updates to be approved and elevated by appropriate stakeholders. The group structure also allows stakeholders to be involved in the development of project concepts at an early stage so when those requirements are ready to be transitioned, the appropriate execution partners have ample knowledge to address them.

[Any additional information needed to address specific group methodology, to include e.g., approval process, reporting pathway, execution strategy, etc.]

## 6. REVIEW

This charter will be reviewed annually based on charter signature date or as necessary.

## 7. SUNSET

This charter will remain in effect until cancelled by ESOHC. Any member may make a request to sunset the group, but the final decision will be solely held by the ESOHC chairperson.

## 8. CHARTER AUTHORIZATION

(ESOHC or Safety Governance Board Chairperson)

[SIGNATURE]

\_\_\_\_\_  
(Date)

## 9. CHARTER ACKNOWLEDGEMENT

(Safety Governance Board or Working Groups Chairperson)

[SIGNATURE]

\_\_\_\_\_  
(Date)