

Instructions for Completing
AF FORM 813
REQUEST FOR ENVIRONMENTAL IMPACT ANALYSIS

I. REFERENCES:

- a. 40 CFR Parts 1500 - 1508, Regulation for Implementing the Procedural Provisions of the National Environmental Policy Act
- b. AFI 32-7061, The Environmental Impact Analysis Process (EIAP)
- c. 42 US Code §§ 4321 to 4370d, National Environmental Policy Act

II. GENERAL:

a. Federal law requires the consideration of environmental impacts prior to decision making. Within the Air Force, this is accomplished through the Environmental Impact Analysis Process (EIAP). The EIAP requires an environmental assessment (EA) of the proposed action prior to the action taking place. Categorical Exclusions (CATEXs) allow waiver of environmental analysis based on completed EAs for similar or routine actions. These EAs have led to findings of no significant environmental impact. Request for an environmental impact analysis of a particular decision is initiated by the AF Form 813. This form defines the proposed action, mission or project objectives, potential environmental issues, decision to be made, alternatives to the proposed action, and other relevant information. The AF Form 813 is completed by the proponent, who is defined as the individual making the particular management decision of a weapon system-related action, to initiate environmental documentation and to determine the need for further analysis. Typical actions which may require the documentation are contract awards and modification, test and deployment decisions, component disposal and other actions which have the potential to significantly impact the environment.

III. COMPLETING THE AF FORM 813:

A. Report Control Symbol (RCS): Leave blank, the NEPA Program Manager will assign a control number.

B. SECTION I:

1. BLOCK 1: Enter SMC/AXFV
2. BLOCK 2 and 2a: The name of the proponent's organization and functional address symbol, and the proponent's telephone number.
3. BLOCK 3: Enter the complete project title and/or major weapons system the proposed project supports. .
4. BLOCKS 4 and 5: The AF Form 813 is intended to be self-supporting, and should contain all of the information required to conduct a legally sufficient environmental analysis. Attaching supporting documentation [DD Forms 1391, AF Form 332, Material Safety Data Sheets (MSDS), etc.] is encouraged. The information contained in these blocks will form the Description of Proposed Action and Alternatives (DOPAA) in any subsequent NEPA document prepared for your project. The environmental impact analysis will be based on the project description provided in Blocks 4 and 5. It is therefore critical that these blocks be completed as thoroughly and accurately as possible. It is important to include dates, locations, and, if the project is a contractor effort, a description of the deliverable.
5. BLOCK 4: Purpose And Need For Action: Type in "See Continuation Sheet on Back of Form." On the back of the AF Form 813, provide a detailed justification for the proposed project. For research projects, state the goal of the research and what benefit it will yield.
 - a) Purpose of the proposed action, i.e., mission or project objectives.

b) Need for the proposed action, i.e., why this action is desired or required.

c) Include a "need by" date.

6. BLOCK 5: Description of Proposed Action and Alternatives (DOPAA):

a) Type in "See Continuation Sheet on Back of Form." Provide a detailed description of the proposed action. This description should include available information on associated actions. Provide a discussion on all reasonable alternatives to the proposed action including the No-Action alternative.

For research projects, include a complete description of the research to be conducted, where it will take place, the chemicals involved, and the quantities which would be used. Give an estimate of the amount of waste that will be generated by the research. Attach copies of MSDSs for the chemicals to be used. Also include the date research will begin and how long it will take.

For new systems acquisition, modifications and/or projects provide a detailed description of the effort to include timelines and schedules. For special phases such as operational testing, system beddown, depot activation, disposal, etc., provide available site and test specific information to facilitate the completion of Section II. Provide information on any special operational, performance or material requirements of the acquisition effort.

b) Identify the decision to be made.

c) List the environmental issues (use Section II of the AF Form 813 to help identify these) associated with each alternative.

d) Identify selection criteria.

7. BLOCK 6, 6a, and 6b: Name, grade and signature of proponent, and date signed.

C. SECTION II: BLOCKS 7 through 16: completed by the NEPA Program Manager. This section will be used to determine applicability of a CATEX or the need to accomplish an EA or EIS.

D. SECTION III:

1. BLOCK 17: To be completed by SMC/AXFV. Appropriate block is marked and, if applicable, CATEX number is entered. If no CATEX applies, the AF Form 813 will be returned to the proponent with instructions to develop an EA. If neither block is applicable, and potential environmental impacts of the action are clearly insignificant, SMC/AXFV will note this in Block 18, REMARKS. The AF Form 813 will be returned to the proponent with a recommendation to develop an abbreviated EA.

2. BLOCK 18: To be completed SMC/AXFV.

3. BLOCK 19, 19a, and 19b: To be completed SMC/AXFV.

IV. ADDITIONAL INFORMATION:

a. Incomplete AF Forms 813 and those with insufficient information in Blocks 4 and 5 (Purpose and Need for Action and Description of Proposed Action and Alternatives) hamper our efforts to accomplish good environmental assessments, and will therefore be returned to the proponent. It will be necessary for the proponent to supply additional information before the AF Form 813 can be processed and a CATEX is assigned.

For assistance on completing the AF Form 813, contact Thomas Huynh at SMC/AXFV at ext 3-1541