

INFORMATION SHEET

OKLAHOMA CITY AIR LOGISTICS CENTER

TINKER AIR FORCE BASE, OKLAHOMA



AF FORM 813

How do you know when you need to start the Environmental Impact Analysis Process (EIAP) and complete an AF Form 813?



What do you want to do? Tear down a shed? Build a shed? Build a road, pave a parking area, or dig a ditch? All these proposed actions require you to submit an AF Form 813.

In fact, almost any way you may want to change your organization's space will require you to begin the EIAP, and that means AF Form 813.

Environmental Management will use the information provided on AF Form 813 to decide if what you want to do will have enough of an effect on the environment that it needs to be investigated in more detail with an Environmental Assessment (EA) or an Environmental Impact Statement (EIS).

Sound complicated?

It's not. It just takes a little thought.

Say you want to build and pave a new parking area because the one you have isn't big enough. Personnel have to park on the street, across the street, and in distant lots.

What's the purpose?

To relieve overflow into surrounding areas.

What's the need?

To enhance workplace safety by eliminating parking where personnel are at risk of being hit by a vehicle while crossing the street from the

overflow lot. You may want to provide a little more detail, but that's basically it.

Next, think about how to describe your project, and any alternative actions that might serve the same purpose. The descriptions make up the Description of Proposed Action and Alternatives, or DOPAA (pronounced "dop-ah"), which is the heart of the 813. Based on what you describe, the EIAP Program Manager will make a decision on whether you may proceed.

Environmental Management can help with the DOPAA and the AF Form 813 in general. Write a draft, and then ask for a review. Your proposed action will be evaluated better and more quickly with a clear, complete 813.

Now what? You'll know soon whether you qualify for a Categorical Exclusion from the environmental analysis requirements and you can proceed with your project, or whether the proposed action requires an EA.

If you're wondering if what you want to do requires an AF Form 813, call the EIAP Program Manager at 739-7062.



The Environmental Management (EM) Directorate, created in 1985, manages environmental issues at Tinker.

For more information, contact:

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<http://www-ext.tinker.af.mil/em>

AN EASY GUIDE TO COMPLETING AF FORM 813

AF Form 813 has three sections and more than 19 boxes. But, you only have to fill out Section 1, boxes 1 through 6b.

BOX 1

In Box 1, address the AF Form 813 to the OC-ALC/EMOC.

BOXES 2 and 2a

Box 2 identifies you, the “proponent” (because you’re the one proposing the action). Box 2a shows your phone number.

BOX 3

Box 3 describes what you want to do. For example, “construct a parking lot at Building 460.”

BOX 4

Box 4 tells Environmental Management exactly what you want to do and why you need to do it. The back of the form has plenty of space to continue your explanation.

1. Purpose for the action

WHO WANTS TO DO WHAT

Example: 72 ABW wants to build a 20,000-square-foot parking lot.

WHERE

Example: on the east side of Building 460, adjacent to Arnold Street (providing a map is a good idea).

WHEN

Example: Construction is proposed to begin 1 Nov 03 and be completed by 30 Sep 04.

WHY YOU WANT TO DO THE ACTION

Example: To support mission requirements or comply with health and safety requirements.

Explain just how the proposed action will help meet the requirements. *Example: Personnel will be safer not having to cross Arnold Street to get to Building 460.*

Also say how the work is going to be accomplished. *Example: 72ABW/CEC proposes to level the site for the new lot, install concrete curbs and gutters with entrances onto Arnold Street, and pave the lot with asphalt.*

2. Need for the action

The need is different from the purpose, because the focus here is on the decision to be made. Concentrate on the goal itself, not the way you want to achieve the goal.

Example: Overcrowding in the Building 460 parking lot leads to parking across the street in another parking lot that endangers pedestrians crossing Arnold Street and

constricts traffic flow in the area. The proposed action would relieve the overcrowding in the parking lot, make pedestrians easier to see, therefore safer, when crossing Arnold Street, and facilitate traffic flow.

Identify who will make the decision about whether or not to go ahead with the project, any other relevant issues (overcrowding due to the 552 Air Control Wing’s personnel), and any permits or licenses that might be required (like a cultural resources review prior to digging).

BOX 5

In Box 5, put the official **Description of the Proposed Action and Alternatives** (DOPAA). The DOPAA is a critical part of the EIA process.

The DOPAA identifies the potential environmental effects of what you want to do, and the level of environmental analysis required. The DOPAA also defines the scope of your proposed action and helps identify reasonable alternatives. Alternatives can include another location that was considered, a different type of facility, etc. Evaluate and compare the alternatives, including no action, to see which have fewer environmental consequences. You must make a good-faith effort to find and describe all reasonable alternatives, but alternatives may be eliminated from further consideration if they don’t meet the purpose and the need. If so, discuss the reasons for their elimination.

In our parking lot example, one reasonable alternative is to have 552 ACW build a lot for its employees to relieve the overcrowding. Another is to move part of the operation to a different building, or to use flextime so all employees do not need parking at the same time. (Try to include at least two alternatives, plus the no-action alternative.) Each of these alternatives could be eliminated from consideration. The 552 ACW might not have the money or the space to build a new parking lot. There might not be any other office space available to move a part of the operation.

BOXES 6, 6a, and 6b

Boxes 6, 6a, and 6b need your name, your signature, and the date.

