



**A d m i n i s t r a t i v e R e c o r d
(A R) U s e r M a n u a l
V e r s i o n 1 . 1**

A u t h o r e d B y :

A i r F o r c e C i v i l E n g i n e e r i n g C e n t e r (A F C E C)

D a t e : J u l y 2 0 1 6

Table of Contents

- 1.0 Summary 1
- 1.1 AR Purpose 1
- 1.2 Acronyms 1
- 2.0 Search Methods 4
- 2.1 Narrow Your Search 5

1.0 Summary

The AFCEC Administrative Record (AR) provides a means to search, review and manage public documents regarding environmental testing and sampling conducted at Air Force installations. This document provides the user information to properly utilize the system.

1.1 AR Purpose

The documents in AR form the basis for environmental response actions and demonstrate the public's opportunity to participate in and comment on the selection of the response action. AFCEC continuously updates the Administrative record for each installation until the remedy selection documentation is complete.

1.2 Acronyms

Before we get started it's a good idea to become familiar with the acronyms used throughout this document:

- AFCEC: Air Force Civil Engineer Center
- AR: Administrative Record
- BRAC: Base Realignment and Closure
- OU: Operable Unit
- ROD: Record of Decision
- SWMU: Solid Waste Management Unit

2.0 Search Methods

- **Simple Overall Search** - If you would like to do a search of documents from an entire base, first select one of the following three radio buttons:

➡ Active Duty

➡ Air National Guard

➡ BRAC

U.S. Air Force Civil Engineer Center

AF Administrative Record

Active Duty Air National Guard BRAC

Installation List

Select

- A Long Test Installation
- AF Plant 3, OK
- AF Plant 36, OH
- AF Plant 4, TX
- AF Plant 42, CA
- AF Plant 44, AZ
- AF Plant 59, NY
- AF Plant 6, GA
- AF Plant 70, CA
- AF Plant 85, OH
- AF Plant PJKS, CO
- Altus AFB, OK
- Andrews AFB, MD
- Anvil Mountain RRS, AK
- Arnold AFB, TN
- Avon Park AFR, FL
- Badlands AFR, SD
- Barksdale AFB, LA
- Barter Island LRRS, AK
- Beale AFB, CA
- Bear Creek RRS, AK
- Bellows AFS, HI
- Bethel RRS, AK
- Big Mountain RRS, AK
- Buckley AFB, CO
- Bullen Point AFS, AK
- Campion AFS, AK

Subject or Title: _____

Full Metadata Search: _____

Full Document Search: _____

Author: _____ Author Affil: _____

Recipient: _____ Recipient Affil: _____

AR #: _____

Sites OUs RODs

Documents After: _____ Documents Before: _____

Search Reset Search Reset Page

Version: 1.1.0

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Administrative Record (AR) User Manual

Select a base from the list box on the left hand side. By not filling in any of the provided fields, and clicking Search, you will be given a list of all Administrative Records for that base in descending order by date. Since many of the bases have thousands of records, it is best to fill in a few of the fields to help limit your results.

U.S. Air Force Civil Engineer Center

AF Administrative Record

Active Duty Air National Guard BRAC

Installation List **Lackland AFB, TX**

Subject or Title: _____
Full Metadata Search: _____
Full Document Search: _____
Author: _____ Author Affil: _____
Recipient: _____ Recipient Affil: _____
AR #: _____

Sites	OUs	RODs
149th Area 149th Area	OU 1 OU 1	ROD_1499 Final Category II No Furtl
AL241 Uptmore and Associates	OU 2 OU 2	ROD_1552 RECORD OF DECISION FC
AL269 433rd Practice Bombing Targ	OU 3 OU 3	ROD_1660 RECORD OF DECISION, SI
AOC 1 Abandoned Rail Spur	OU 4 OU 4	ROD_1661 RECORD OF DECISION, SI
AOC 14 Ash Pit	OU 5 OU 5	ROD_1662 RECORD OF DECISION, SI
AOC 15 AOC 15	Zone 1 Zone 1	ROD_1680 RECORD OF DECISION SI'
AOC 16 AOC 16	Zone 2 Zone 2	ROD_1681 RECORD OF DECISION SI'
AOC 17 Suspected former landfill	Zone 3 Zone 3	ROD_1682 RECORD OF DECISION SI'
AOC 18 AOC 18	Zone 4 Zone 4	ROD_1683 RECORD OF DECISION SI'
AOC 19 AOC 19		ROD_1721 RECORD OF DECISION an

Documents After: _____ Documents Before: _____

Search Reset Search Reset Page

Version: 1.1.0

The Official Web Site of the Air Force Administrative Record USA.gov Accessibility/Section 508

2.1 Narrow Your Search - In most cases you will be searching for information about specific subject matter. To accomplish this, you start filling out the individual fields. These fields include:

- **Subject or Title:** Search by subject key word (e.g. "water" - This will give you any document which contains the word water). To open a document, click on the magnifying glass on the left.

Administrative Record (AR) User Manual

U.S. Air Force Civil Engineer Center

AF Administrative Record

Active Duty Air National Guard BRAC

Installation List

Lackland AFB, TX

Subject or Title: **water**

Full Metadata Search: _____

Full Document Search: _____

Author: _____ Author Affil: _____

Recipient: _____ Recipient Affil: _____

AR #: _____

Sites OUs RODs

149th Area 149th Area OU 1 OU 1 ROD_1499 Final Category II No Furtl
 AL241 Uptmore and Associates OU 2 OU 2 ROD_1552 RECORD OF DECISION FC
 AL269 433rd Practice Bombing Targ OU 3 OU 3 ROD_1660 RECORD OF DECISION, SI
 AOC 1 Abandoned Rail Spur OU 4 OU 4 ROD_1661 RECORD OF DECISION, SI
 AOC 14 Ash Pit OU 5 OU 5 ROD_1662 RECORD OF DECISION, SI
 AOC 15 AOC 15 Zone 1 Zone 1 ROD_1680 RECORD OF DECISION SI
 AOC 16 AOC 16 Zone 2 Zone 2 ROD_1681 RECORD OF DECISION SI
 AOC 17 Suspected former landfill Zone 3 Zone 3 ROD_1682 RECORD OF DECISION SI
 AOC 18 AOC 18 Zone 4 Zone 4 ROD_1683 RECORD OF DECISION SI
 AOC 19 AOC 19 ROD_1721 RECORD OF DECISION ar

Documents After: _____ Documents Before: _____

Search Reset Search Reset Page

Version: 1.1.0

Records returned: 25

KBs	View	Subject or Title	Author / Author Affiliation	Document Date	AR #
738	Q	Final Storm Water Pollution Preventin Plan, LF029 Remedial Action	Weston Solutions	06/01/2005	859.3
8,059	Q	Final Tech Report Study/Services, Long Term Monitoring, Ground Water Monitoring Well Maint. Prog. FY 2003, Lackland AFB, Phase II Well Inventory Rpt	Michael MacDonald / SAIC	07/01/2003	823
756	Q	Final Environmental Cleanup Plan (Work Plan) and Site-Specific Health and Safety Plan, Construct Full Water Separator and 2 Canopies for Fillstands, LAFB	Roy F. Weston, Inc.	08/01/2002	925
62	Q	FINAL CLOSURE REPORT, BUILDING 1418 OIL WATER SEPARATOR, FORMER KELLY AFB, JULY 25, 2002	Donald Buelter, Envir. Rest. Chief / Kelly AFB	07/25/2002	1745
524	Q	Final Work Plan, 2000 RCRA Ground Water Compliance Plan/Groundwater Monitoring	CH2M Hill	04/01/2000	868
10,111	Q	Facility Closure Report - Removal and Replacement of Oil Water Separator at Bldg 1151, 149th FW, Kelly AFB	Operational Technologies Corporation	12/01/1999	975
11,543	Q	Facility Closure Report - Removal and Replacement of Oil Water Separator at Bldg. 920, 149th FW, TX Air Natl Guard, Kelly AFB	Operational Technologies Corporation	12/01/1999	972
10,584	Q	Facility Closure Report - Removal and Replacement of Oil Water Separator at Bldg. 946, 149th FW, TX Air Natl Guard, Kelly AFB	Operational Technologies Corporation	12/01/1999	973
9,858	Q	Facility Closure Report - Removal and Replacement of Oil Water Separator at Bldg 1147, 149th FW, Kelly AFB	Operational Technologies Corporation	12/01/1999	974
5,983	Q	Final Report for Surface Water Quality Study, Lackland AFB, Texas	CH2MHILL	10/01/1999	1015

Administrative Record (AR) User Manual

- **Full Meta Data Search:** Search against the data input fields that were manually entered into the database. These fields include the AR Number, the Subject or Title, Filename, Author, Author Affiliation, Corporate Author, Recipient, and Recipient Affiliation.

Full Metadata Search:

- **Full Document Search:** Text search against the words in the actual document. Please note that nearly all of the documents have been scanned into the system and the conversion of the scanning to text is not 100%. This is only used to provide assistance to your search. The actual images in the PDF pages are the official content. Try to be as specific as possible as there are over 4 billion words in the search library.

Full Document Search:

When using the Full Document Search field, a score will be provided in the right hand column. Scoring is 1%-100%.

- 1% - This would mean that the words entered into the Full Document Search field have the least chance of appearing in the document or at a lower frequency within the document
- 100% - This would mean that the words entered into the Full Document Search field appear at a higher frequency than other results or has more exact matches within the document.

Administrative Record (AR) User Manual

Installation List: Lackland AFB, TX, Lake Louise Rec Camp, AK, Lakehurst AFB, NJ, Langley AFB, VA, Laughlin AFB, TX, Little Rock AFB, AR, Los Angeles, CA, Luke AFB, AZ, MacDill AFB, FL, Malmstrom AFB, MT, Massachusetts Military Reservator, Maxwell-Gunter AFB, AL, McConnell AFB, KS, McConnell Titan, KS, McGuire AFB, NJ, Minot AFB, ND, Moody AFB, GA, Mountain Home AFB, ID, Murphy Dome LRRS, AK, Naknek I, AK, Naknek II, AK, Nellis AFB, NV, New Boston AFS, NH, Niagara Falls ARS, NY, Nikolski RRS, AK, North River RRS, AK, Offutt AFB, NE, Oliktok Point RRS, AK

Lackland AFB, TX

Subject or Title: _____

Full Metadata Search: _____

Full Document Search: water

Author: _____ Author Affil: _____

Recipient: _____ Recipient Affil: _____

AR #: _____

Sites: 149th Area 149th Area, AL241 Uptmore and Associates, AL269 433rd Practice Bombing Targ, AOC 1 Abandoned Rail Spur, AOC 14 Ash Pit, AOC 15 AOC 15, AOC 16 AOC 16, AOC 17 Suspected former landfill, AOC 18 AOC 18, AOC 19 AOC 19

OUs: OU 1 OU 1, OU 2 OU 2, OU 3 OU 3, OU 4 OU 4, OU 5 OU 5, Zone 1 Zone 1, Zone 2 Zone 2, Zone 3 Zone 3, Zone 4 Zone 4

RODs: ROD_1499 Final Category II No Furtl, ROD_1552 RECORD OF DECISION FC, ROD_1660 RECORD OF DECISION, SI, ROD_1661 RECORD OF DECISION, SI, ROD_1662 RECORD OF DECISION, SI, ROD_1680 RECORD OF DECISION SI, ROD_1681 RECORD OF DECISION SI, ROD_1682 RECORD OF DECISION SI, ROD_1683 RECORD OF DECISION SI, ROD_1721 RECORD OF DECISION ar

Documents After: _____ Documents Before: _____

Search Reset Search Reset Page

Records returned: 896

KBs	View	Subject or Title	Author / Author Affiliation	Document Date	AR #	Score
1,341	Q	Final Five-Year Review Report for Site SS050 at Lackland Air Force Base, Bexar County, Texas	Paul Sutto / LAFB-802 CES/CEA	02/28/2011	1752	69
11,069	Q	Comprehensive Site Evaluation Phase II, Lackland Air Force Base, Texas Part 1 of 3.	Steven Willis and Terry L. Thonen / USACE, Omaha District, URS Group, Inc.	01/31/2011	1751	100
466	Q	Proposed Plan Remedial Action for Lead Impacted Soil at Area of Concern 17 (AOC17), Lackland AFB, TX	Karen OConnor / LAFB	01/31/2011	1748	17
456	Q	Proposed Plan Remedial Action for Lead Impacted Soil at Area of Concern 49 (AOC49), Lackland AFB, TX	Karen OConnor / LAFB	01/31/2011	1750	17
473	Q	Proposed Plan for Solid Waste Management Unit (SWMU) No. 45, Bldg. 966, Lackland AFB, TX	Karen OConnor / LAFB	01/31/2011	1747	55
478	Q	Proposed Plan for Solid Waste Management Unit (SWMU) No. 51, Bldg. 894, Lackland AFB, TX	Karen OConnor / LAFB	01/31/2011	1746	34
54	Q	Administrative Record Index Extract for IRP Site ST009	Ed Roberson / LAFB	01/10/2011	10	3

Author: Search by the name of the person who created the document, article, or report. You can use first or last name or both.

Author:

Author Affil: Search by the affiliation of the author, usually a university, research institution or organization:

- Institution/organization related to the author
- Institution/organization that is providing essential funding/resources

The screen below lists Carroll Paul as the Author and AFCEC/Air Force Real Property Agencies as the Author Affiliation.

Administrative Record (AR) User Manual

KBs	View	Subject or Title	Author / Author Affiliation	Document Date	AR #
3,058	🔍	October through December 2012 Quarterly Status Report for UIC Permit Class V Injection Wells, Zone 5 Groundwater Site SS050	Carroll, Paul / AFCEC	01/17/2013	2521
2,888	🔍	July through September 2012 Quarterly Status Report for UIC Permit Class V Injection Wells, Zone 5 Groundwater	Carroll, Paul / Air Force Real Property Agency	10/12/2012	2508
2,647	🔍	June through August 2012 Quarterly Status Report for UIC Permit Class V Injection Wells, Zone 3 Groundwater Site SS037	Carroll, Paul / Air Force Real Property Agency	10/11/2012	2507
2,071	🔍	April through June 2012 Quarterly Status Report for UIC Permit Class V Injection Wells, Zone 2 Groundwater	Carroll, Paul / Air Force Real Property Agency	07/18/2012	2496

Recipient: Search by the person that receives the document.

Recipient:

Recipient Affil: Search by the institution/organization that receives the document.

Recipient Affil:

AR #: Does a text search against the AFCEC ID Number field or the Installation Number input field.

AR #:

Documents Before: This field searches documents before the date entered into the field. The correct format is mm/dd/yyyy.

Documents Before:

Documents After: This field searches documents after the date entered into the field. The correct format is mm/dd/yyyy.

Administrative Record (AR) User Manual

Documents After:

Keep in mind that all of these fields support logical operators. What that means is that you can place the words “and/or” between search words (e.g. “water and surface”). Using this example, the search result would render all documents containing the words “water” AND “surface.”

U.S. Air Force Civil Engineer Center
AF Administrative Record

Installation List: **Lackland AFB, TX**

Subject or Title: **water and surface**

Full Metadata Search:

Full Document Search:

Author: Author Affil:

Recipient: Recipient Affil:

AR #:

Sites: 149th Area, AL241 Uptmore and Associates, AL269 433rd Practice Bombing Targ, AOC 1 Abandoned Rail Sour, AOC 14 Ash Pit, AOC 15 AOC 15, AOC 16 AOC 16, AOC 17 Suspected former landfill, AOC 18 AOC 18, AOC 19 AOC 19

OUs: OU 1 OU 1, OU 2 OU 2, OU 3 OU 3, OU 4 OU 4, OU 5 OU 5, Zone 1 Zone 1, Zone 2 Zone 2, Zone 3 Zone 3, Zone 4 Zone 4

RODs: ROD_1499 Final Category II No Furtl, ROD_1552 RECORD OF DECISION FC, ROD_1660 RECORD OF DECISION, SI, ROD_1661 RECORD OF DECISION, SI, ROD_1662 RECORD OF DECISION, SI, ROD_1680 RECORD OF DECISION SI, ROD_1681 RECORD OF DECISION SI, ROD_1682 RECORD OF DECISION SI, ROD_1683 RECORD OF DECISION SI, ROD_1721 RECORD OF DECISION an

Documents After: Documents Before:

Search Reset Search Reset Page

Version: 1.1.0

Records returned: 3

KBs	View	Subject or Title	Author / Author Affiliation	Document Date	AR #
5,983	Q	Final Report for Surface Water Quality Study, Lackland AFB, Texas	CH2MHILL	10/01/1999	1015
6,088	Q	Final Quality Program Plan for Surface Water Quality Study, Lackland AFB, Texas	CH2MHILL	02/01/1999	1016
1,439	Q	Work Plan for Surface Water Quality Study, Basewide Preliminary Assessment	James Clary / CH2M Hill	10/01/1998	708

If you use the word “or” instead of “and”, the result would render documents containing the word “water” OR “surface” but not necessarily both. As you can see, this function gives you the versatility of using multiple words in your search.

Administrative Record (AR) User Manual

Records returned: 27

KBs	View	Subject or Title	Author / Author Affiliation	Document Date	AR #
738	Q	Final Storm Water Pollution Prevention Plan, LP029 Remedial Action	Weston Solutions	06/01/2005	859.3
8,059	Q	Final Tech Report Study/Services, Long Term Monitoring, Ground Water Monitoring Well Maint. Prog. FY 2003, Lackland AFB, Phase II Well Inventory Rpt	Michael MacDonald / SAIC	07/01/2003	823
756	Q	Final Environmental Cleanup Plan (Work Plan) and Site-Specific Health and Safety Plan, Construct Fuel/Water Separator and 2 Canopies for Fillstands, LAFB	Roy F. Weston, Inc.	08/01/2002	925
62	Q	FINAL CLOSURE REPORT, BUILDING 1418 OIL WATER SEPARATOR, FORMER KELLY AFB, JULY 25, 2002	Donald Buelter, Envir. Rest. Chief / Kelly AFB	07/25/2002	1745
681	Q	SURFACE GEOPHYSICAL SURVEY REPORT, IRP SITE D-4 AND SITE D-5, BASEWIDE O and M OF INTERIM REMEDIAL SYSTEMS ZONE 1 OF THE FORMER KELLY AFB, SAN ANTONIO, TX	SAIC and ARM Group Inc.	05/01/2002	2431
524	Q	Final Work Plan, 2000 RCRA Ground Water Compliance Plan/Groundwater Monitoring	CH2M Hill	04/01/2000	868
10,111	Q	Facility Closure Report - Removal and Replacement of Oil Water Separator at Bldg 1151, 149th FW, Kelly AFB	Operational Technologies Corporation	12/01/1999	975
11,543	Q	Facility Closure Report - Removal and Replacement of Oil Water Separator at Bldg. 920, 149th FW, TX Air Natl Guard, Kelly AFB	Operational Technologies Corporation	12/01/1999	972
10,584	Q	Facility Closure Report - Removal and Replacement of Oil Water Separator at Bldg. 946, 149th FW, TX Air Natl Guard, Kelly AFB	Operational Technologies Corporation	12/01/1999	973
9,859	Q	Facility Closure Report - Removal and Replacement of Oil Water Separator at Bldg 1147, 149th FW, Kelly AFB	Operational Technologies Corporation	12/01/1999	974
5,983	Q	Final Report for Surface Water Quality Study, Lackland AFB, Texas	CH2MHILL	10/01/1999	1015
1,926	Q	DRAFT FINAL BASEWIDE GROUND WATER FLOW MODEL FOR KELLY AFB, TEXAS	HydroGeologic, Inc.	03/01/1999	1411
6,088	Q	Final Quality Program Plan for Surface Water Quality Study, Lackland AFB, Texas	CH2MHILL	02/01/1999	1016
551	Q	FINAL DECISION DOCUMENT FOR IRP SITE ST008 (includes Closure Letter from Texas Water Commission)		11/01/1998	443
553	Q	FINAL DECISION DOCUMENT FOR IRP SITE ST009 (includes Closure Letter from Texas Water Commission)		11/01/1998	446
13,678	Q	FINAL GROUNDWATER RECOVERY SYSTEM MODELING AND NAVARRO/MIDWAY GROUND SURFACE and GRAVEL-THICKNESS MAPPING, KELLY AFB, TX	CH2M HILL	10/01/1998	2342
1,439	Q	Work Plan for Surface Water Quality Study, Basewide Preliminary Assessment	James Clary / CH2M Hill	10/01/1998	708
		(DRAFT) A HISTORICAL INVESTIGATION OF CONTAMINATED EDWARDS AQUIFER WATER WELLS BEYAR			

If you would like to search multiple lines of each list, you can select each item by holding down the control key and clicking on each item one at a time. If you want to select a block of lines, hold down the shift key, then click on the first and last items on the list.

The screenshot shows the 'Installation List' for 'Lackland AFB, TX'. The list includes various locations such as Lake Louise Rec Camp, Lakehurst AFB, and various Air Force Bases. The '149th Area' is highlighted in blue. Below the list, there are search filters for 'Subject or Title', 'Full Metadata Search', and 'Full Document Search'. There are also fields for 'Author', 'Author Affil', 'Recipient', and 'Recipient Affil'. At the bottom, there are sections for 'Sites', 'OUs', and 'RODs'. The 'Sites' section is expanded, showing a list of sites including '149th Area', 'AL241 Uptmore and Associates', 'AL269 433rd Practice Bombing Target', 'AOC 1 Abandoned Rail Spur', 'AOC 14 Ash Pit', 'AOC 15 AOC 15', 'AOC 16 AOC 16', 'AOC 17 Suspected former landfill', 'AOC 18 AOC 18', and 'AOC 19 AOC 19'. The 'OUs' section shows a list of OUs from 'OU 1 OU 1' to 'Zone 4 Zone 4'. The 'RODs' section shows a list of RODs from 'ROD_1499 Final Category II No Furth' to 'ROD_1721 RECORD OF DECISION an'.

Reset Search and Reset Page – If you would like to reset your search but still have the ability to search the same installation highlighted in the left hand column, click the Reset Search button. This will clear all of the search parameters you entered. Clicking Reset Page will clear the entire search form including the installation. Think of it as a master reset.

Viewing, Saving and Printing Search Results – To view documents after performing a search, click on the magnifying glass icon in the view column located on the left side. When you click on the icon, the document will automatically open in the default PDF viewer set for your system. Depending on the PDF viewer, you have the option to save the document to your local hard drive or network drive. You may also print the document to your local or network printer.

Note: If you are inactive for 20 minutes or more on the Administrative Record website, your browsing session will expire. You will need to close and re-open your browser to start a new search session.