

Headquarters U.S. Air Force

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EMS Play-by-Play: Using Air Force Playbooks to Standardize EMS

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Session Objective

- **Provide an overview of the Air Force's EMS Streamline initiative**
- **Provide an overview of the AF/A7C playbook process**
- **Provide status of EMS and Air Force environmental compliance inspection (ESOH CAMP) playbooks.**



- **M7A Officially Closed Sep 09**
 - 36th CE Transformation Initiative
 - Standardization/Integration of EMS and NIM
- **M7A Deliverables:**
 - Adopted organizational & multi-site EMS concept
 - Reviewed several EMS IT Tool candidates & selected EMSolution as proposed tool
 - Revised AFI 90-803, *ESOH CAMP*
 - Drafted revised AFI 32-7001, *Environmental Management*
 - Drafted ESOHCAMP & EMS Playbooks (How to guidance)
- **EMS Panel Initiated Under CE Strategic Plan**



EMS Panel Action-Items

■ **One AF EMS model**

- Continue to streamline and standardize EMS/NIA processes to support AM and optimize resources across the AF
- Publish AFI 32-7001
- Publish EMS/ESOH CAMP Playbooks
- Establish requirements for NIA with CE/Planning Communities

■ **Develop roll-out plan for EMSolution (aka eDASH)**

- Develop standard page structure for MAJCOM/Installations
- Develop roll-out plan for ESOHCAMP IT Tool
 - AMC to begin implementation in Jul

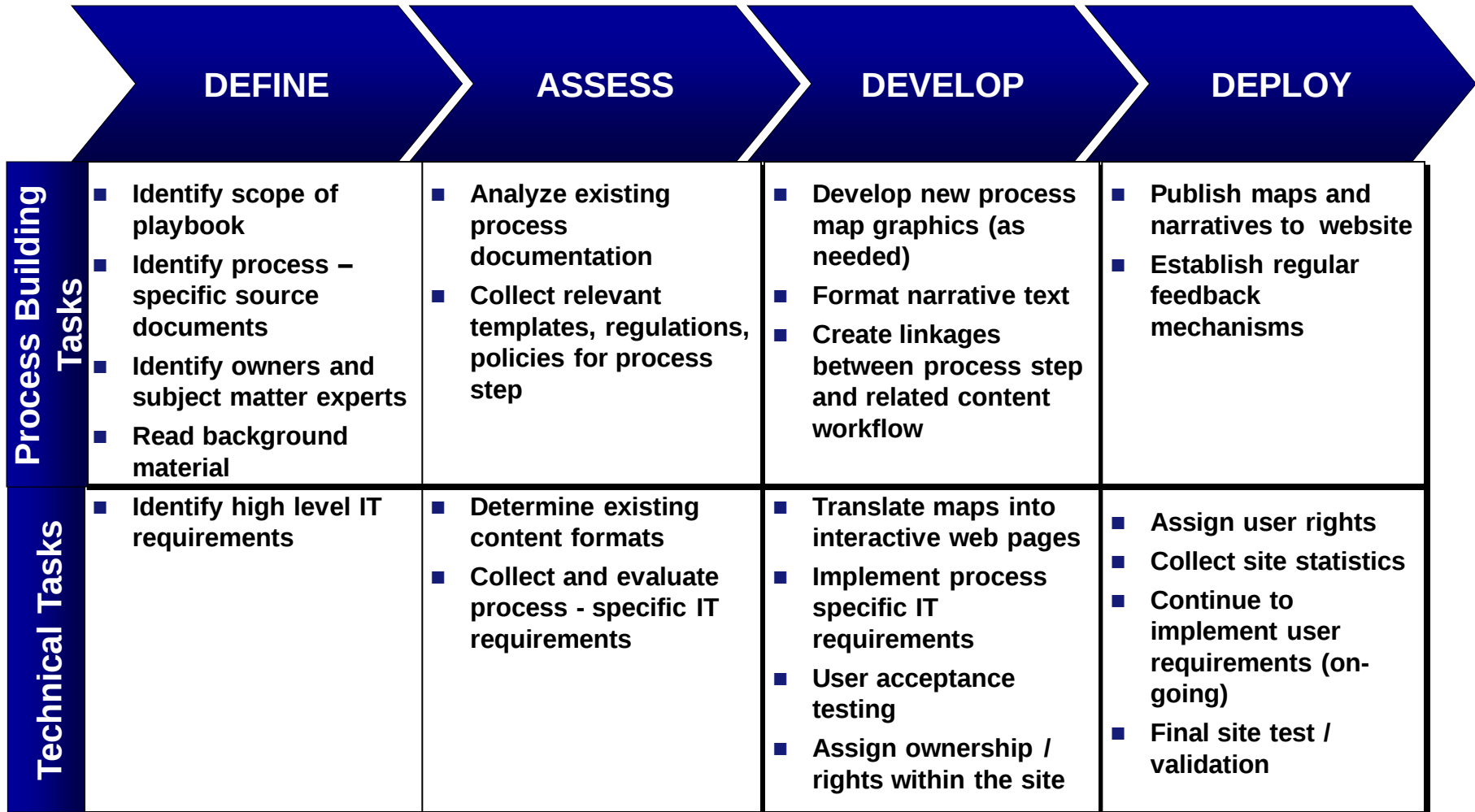
■ **Continue to work with AFCEE Sustainability Team to assure cross-functional communication**

- Use EMS to achieve EOs 13423, 13514 and other identified goals contained with the OSD Strategic Sustainability Plan

■ **Eye to the future for ESOH integration (ESOHMS) and mission sustainability (AFPD 90-8 Revision)**

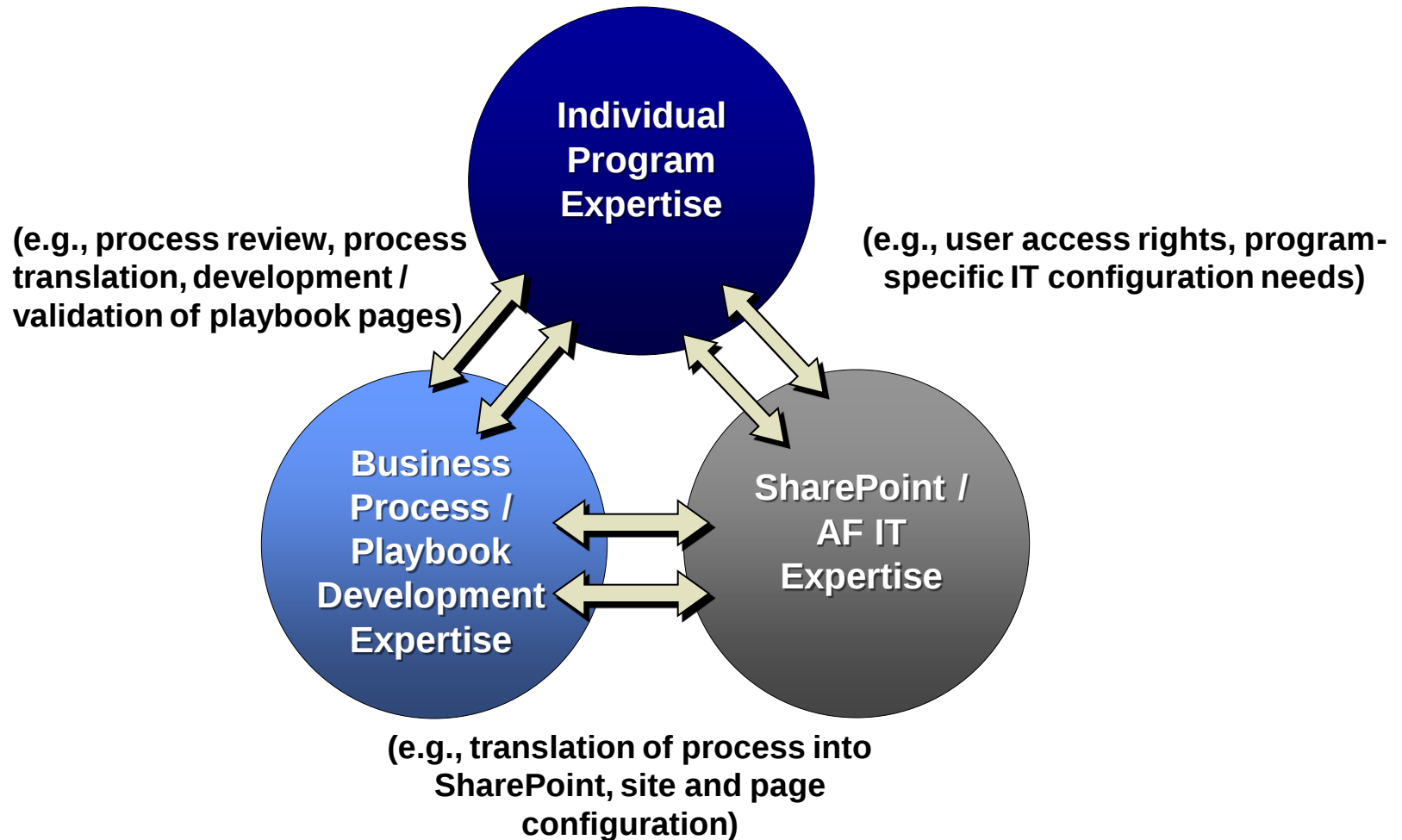
AF/A7C is using a four-phase approach to develop the web-based playbook and business process repository

A7C Playbook Deployment Approach

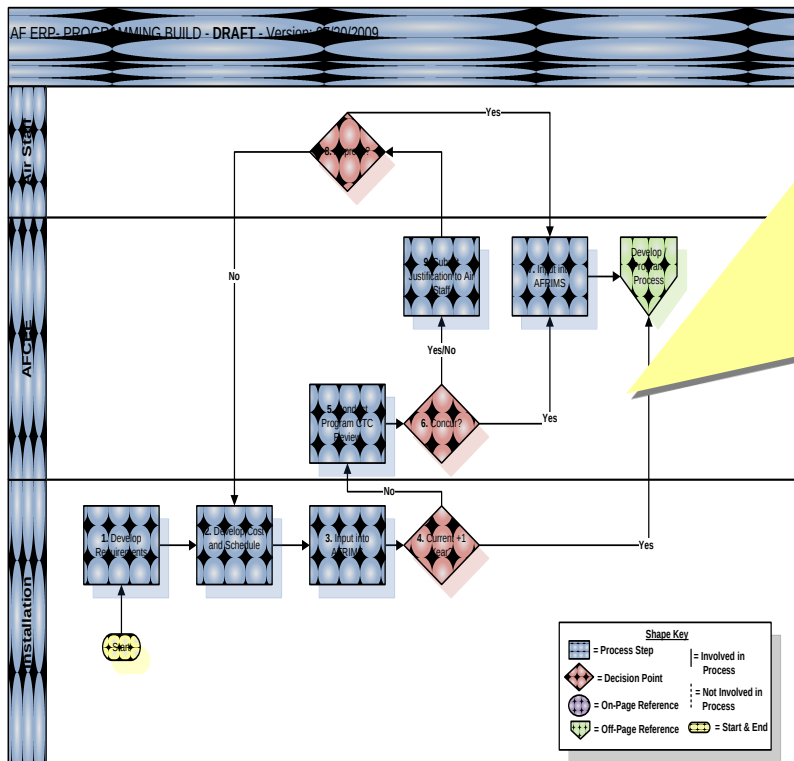


Successful creation of a Web-based playbooks requires coordination among functional and domain experts

Playbook Development Team Cross Functional Coordination



Each process in a playbook is depicted by a process map in the standard Playbook format



Process maps contain the following:

- 1 Title bar, indicating the map title and version date
- 2 Swim lanes, indicating the responsible actor for each process step
- 3 Process shapes, indicating types of actions, their titles and order number
- 4 Shape key

Proceed to Step 2.

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EMS & ESOHCAMP Playbook Goals

- Document and standardize business processes within programs
- Identify areas for improvement to *Lean* and *Streamline* standard processes
- Produce one central location for standard processes and business rules where all documentation, dashboards, and processes can be retrieved
 - Provides guidance on “how” to implement AF EMS/ESOHCAMP instruction
 - “One Stop Shop”
 - Provides Continuity





EMS Playbook Status

- **Currently finalizing the EMS Playbook narratives**
 - Process narratives have been discussed and revised in small groups
 - Small groups identified and have worked through the narratives
 - Process maps revised and uploaded based on narrative changes
- **Identifying example templates and benchmarking documents to include in playbook references section**
- **Compiling advice/tips for playbook narratives**
 - Lessons Learned
 - Best Practices



EMS Playbook Path Forward

Proposed – pending
AFI revisions

ACTIVITIES	TIMELINE													
	5/3	5/10	5/17	5/24	5/31	6/7	6/14	6/21	6/28	7/5	7/12	7/19	7/26	
Narrative updates due to BAH	●													
Identify new leads & small groups		■												
Updated files sent to new groups		●												
EMS/NIM Panel Meeting			■											
BAH incorporates draft comments				■										
AFLOA narrative scrub with AFI 32-7001					■	■	■							
BAH incorporates final comments								■						
Post on CE Portal									■					
Panel QA/QC										■	■	■		
Update site permissions, launch site													●	



ESOH CAMP Playbook

- **AFI 90-803 published 24 March 2010**
- **Continued development of the ESOHCAMP Playbook**
 - **Process narratives have been revised based on AFI content**
 - **Narratives reviewed and then scrubbed against AFI**
 - **Process maps revised and uploaded based on narrative changes**
- **Identifying example templates and benchmarking documents to include in playbook references section**
- **Compiling advice/tips for playbook narratives**
 - **Lessons Learned**
 - **Best Practices**



ESOHHCAMP Playbook

Path Forward

ACTIVITIES	TIMELINE												
	5/3	5/10	5/17	5/24	5/31	6/7	6/14	6/21	6/28	7/5	7/12	7/19	7/26
Working group provided with updated documents		●											
EMS/NIM Panel Meeting													
AFLOA narrative scrub with AFI 90-803													
BAH incorporates final comments													
Post on CE Portal													
Panel QA/QC													
Update site permissions, launch site												●	

