



DEPARTMENT OF THE AIR FORCE
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28 June 2013

MEMORANDUM FOR ALL MILITARY AND FEDERAL PERSONNEL

FROM: 162FW/CC

SUBJECT: Employee-vehicle Certification and Reporting System (ECARS)

The Employee-vehicle Certification and Reporting System (ECARS) is scheduled to be activated on 8 July 2013. Shortly after system activation, all Air Force employees (contractors are exempt), both federal civilian and military, can expect to receive an email from the following sender: no-reply@apims.af.mil. The email subject line will read: "Action Required: personal vehicle emissions testing self-certification is due within 30 days".

All employees who receive this email are required to click on the link to ECARS that will be embedded in the email and use the system certify that they are either not a commuter or that the vehicle(s) they drive onto the facility are compliant with local air emissions testing requirements.

Employees are encouraged to watch a video on YouTube (approximately 8 minutes in duration) that provides additional information about this requirement and demonstrates how to use ECARS. The video is available to view at: <http://youtu.be/UqpRUOeLM1U>

Frequently Asked Questions

Q: I don't think this requirement applies to my situation. Am I still required to access ECARS?

A: Yes. All federal employees (civilian and military) are required to complete the self-certification process in ECARS regardless of their situation. ECARS provides a wizard-like tool that will guide you through the process, which usually takes less than 5 minutes to complete.

Q: What if I don't drive a vehicle onto the facility indicated by the email notice from ECARS?

A: This may be the case either because the Air Force Directory Services (AFDS) feed that ECARS uses for personnel rosters has inaccurate or imprecise data about your work location or because you simply don't drive a personal vehicle onto the specified facility. In either case you are still required to access ECARS and complete the self-certification process by simply answering "no" to the first question in the certification wizard.

Q: My vehicle is registered out of state or in some other area that does not require emissions testing. Do I need to access ECARS and complete the process?

A: Yes. Regardless of your commuting situation, you must access ECARS and complete the process. Vehicles driven onto the 162FW 60 or more days per year are required to comply with local emissions testing requirements. Upon completing the self-certification process in ECARS, the system will prompt you to take further action if required.

Q: My vehicle was emissions tested in another locale. Will that test meet this emissions test requirement?

A: Maybe. ECARS will prompt you to specify the county/municipality that performed your emissions test. Based on your response, you will be directed to take further action if necessary.

Q: My vehicle is exempt from emissions testing. Do I need to complete this process?

A: Yes. ECARS will provide you the opportunity to select an exemption that is valid for this area. As long as your exemption is valid in the area wherein the base is located, no further action will be required.

Wing Points of Contact for ECARS are:

Primary: Lt Col Michael Knutson ext 295-6580, email Michael.Knutson@ang.af.mil

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