



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT  
600 ARMY PENTAGON  
WASHINGTON, DC 20310-0600

DAIM-EDS

23 MAR 2004

MEMORANDUM FOR

DEPUTY CHIEF OF STAFF, G-1, ARMY MATERIEL COMMAND, ATTN: AMCPE-I  
(MR SHARMA), 9301 CHAPEK ROAD, FORT BELVOIR, VA  
22060-5527

DEPUTY CHIEF OF STAFF, G-3, ARMY MATERIEL COMMAND, ATTN: AMCOPS-I  
(MR. STEMNISKI), 9301 CHAPEK ROAD, FORT BELVOIR, VA  
22060-5527

OPERATIONS DIRECTORATE (SFIM-OP/COL SITTNICK), INSTALLATION  
MANAGEMENT AGENCY, 2511 JEFFERSON DAVIS HIGHWAY, TAYLOR  
BUILDING (NC3), ARLINGTON, VA 22202-3926

COMMANDER, US ARMY MEDICAL COMMAND, ATTN: MCCS/MCFA-E  
(MR CARDENAS), 2050 WORTH ROAD, FT SAM HOUSTON TX 78234-6000

ENVIRONMENTAL PROGRAMS DIVISION (NGB-ARE/LTC GERALD I. WALTER),  
NATIONAL GUARD BUREAU, ARMY NATIONAL GUARD READINESS CENTER,  
111 SOUTH GEORGE MASON DR., ARLINGTON, VA 22204-1382

SUBJECT: Environmental Quality Reporting Requirements of Environmental Management  
System Implementation

1. References

- a. DoD memorandum, ADUSD(ESOH), 30 Jul 03, SAB.
- b. HQDA memorandum, DASA(ESOH), 10 Nov 03, SAB.
- c. HQDA memorandum, ACSIM, 10 Jul 03.

2. To show on-going success in compliance to Executive Order 13148, the Office of the Federal Environmental Executive is requesting all Federal agencies to provide quarterly updates on appropriate facilities that already have fully compliant environmental management systems (EMS) in place. References a and b, above, request this information for Army.

3. Regular progress on EMS implementation at Army sites will be collected during the next Environmental Quality Report (EQR) submission for the 1<sup>st</sup> Half FY04. Installation compliance and certification status will also be available in the EQR as appropriate facilities achieve and input their final status.



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SUBJECT: Quarterly Updates on Environmental Management System Implementation

4. Installations on the EMS Appropriate Facilities list (ref c) must answer all EMS metrics in the EQR in order to complete submission. The questions and picklist answers as they will appear in the EQR are provided in the enclosure.

5. Compliance with Executive Order 13148 is a top Army priority. Compliance will be achieved if Army installations conform to the ACSIM schedule established to track progress (ref c).

6. The OACSIM POC is Mr. Douglas Warnock, (703) 601-1573. (DSN 329), [douglas.warnock@hqda.army.mil](mailto:douglas.warnock@hqda.army.mil).

FOR THE ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT:

Enclosure



RICHARD A. HOEFERT  
Colonel, GS  
Director, Environmental Programs

CF:

DEPUTY ASSISTANT SECRETARY OF THE ARMY FOR ENVIRONMENT, SAFETY,  
AND OCCUPATIONAL HEALTH, OASA(I&E), ATTN: MS NOEL

## Environmental Management Systems

<b>1. Policy</b>	<b>A policy statement consistent with ISO 14001 and the Army Environmental Management System Action Memorandum has been developed and signed by the Garrison Commander.</b>	<input checked="" type="checkbox"/> Yes, completed and signed <input type="checkbox"/> Policy is in development <input type="checkbox"/> No
	Comments: <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	
<b>2. Self Assessment</b>	<b>An installation-wide Environmental Management System self-assessment has been documented and briefed to the Garrison Commander (or equivalent) and EQCC (or equivalent).</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Self Assessment in development <input type="checkbox"/> No
	Comments: <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	
<b>3. Implementation Planning</b>	<b>An implementation plan with defined dates, resources, and responsibilities for implementing a mission focused, ISO 14001 Environmental Management System NLT FY09 has been developed and has been signed by the Garrison Commander (or equivalent).</b>	<input checked="" type="checkbox"/> Yes, completed and signed <input type="checkbox"/> Plan in development <input type="checkbox"/> No
	Comments: <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	

<b>4. Environmental Aspects</b>	<b>A prioritized list of environmental aspects has been developed for installation-wide activities.</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> List in development <input type="checkbox"/> No
Comments: <div style="border: 1px solid black; height: 80px; width: 100%;"></div>		
<b>5. Awareness Training</b>	<b>The percentage of civilian and military personnel on the installation that have received awareness-level EMS training.</b>	<input checked="" type="checkbox"/> 0-33% <input type="checkbox"/> >33-66% <input type="checkbox"/> >66-98% <input type="checkbox"/> >98%
Comments: <div style="border: 1px solid black; height: 80px; width: 100%;"></div>		
<b>6. Annual Review</b>	<b>The Garrison Commander (or equivalent) and EQCC (or equivalent) have conducted at least one documented annual review of progress on the EMS implementation plan to assure mission focus and ISO 14001 conformance NLT FY09.</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Comments: <div style="border: 1px solid black; height: 80px; width: 100%;"></div>		
<b>Last Updated By: Computer User Last Updated: 02/26/2004</b>		

An Installation is Compliant with the EMS requirements of Executive Order 13148 when all six of these metrics are completed.