



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON, VA 22204-1382

NGB-ARE

7 March 2005

MEMORANDUM FOR

Each State Assistant Adjutant General
Each State IG
Each State CFMO
Each State Environmental Program Manager
Each State JFHQ J-Staff

SUBJECT: Environmental Management System (eMS) Awareness Package and Accomplishment of the DA eMS Training Metric

1. References:

a. Memorandum, DASA-ESOH, 13 July 2001, subject: Army Environmental Management System-ACTION MEMORANDUM.

b. Memorandum, DAIM-ZA, 10 July 2003, subject: Army Environmental Management Systems Policy.

c. Memorandum, DAIM-ED, 18 January 2005, subject: Army Environmental Management Systems (eMS) Awareness Level Training Metric.

2. You have or will soon receive eMS awareness materials that were mailed approximately 22 February 2005. The awareness materials are provided to increase awareness of the ARNG eMS program, to provide command emphasis for this important program, and to assist each State/Territory to meet the eMS awareness training metric due 30 March 2005.

3. Enclosed in your eMS awareness distribution packages are:

a. A leadership level eMS awareness video that contains my message to you about the importance of eMS to enable us to meet our mission and our environmental management requirements. Please take the time to view this video and to show it to the senior leadership in your State and to appropriate other personnel.

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b. A Soldier/Employee eMS awareness video, that should be shown to all Soldiers, civilians, and contract support personnel. This video will help to reinforce what personnel need to know about their role in environmental management and eMS implementation. There should be sufficient quantities of the video tapes to provide one per unit with additional copies for your headquarters and training site organizations.

c. State specific pocket size eMS Awareness Guides to help you meet the 30 Mar 05 eMS awareness training requirement. This is the most important product in your package to meet the formal eMS Awareness Training requirement. The eMS Awareness Guide is the single product that we selected to officially meet the 30 Mar 05 training awareness metric established by the Department of the Army. You may choose and document other procedures to meet this metric but if you choose to adopt use of the Awareness Guide, distribute this card to all Soldiers, civilian employees and on-site contractor support personnel in your State. "Documentation" of your eMS awareness training procedure for whichever method you choose is required to meet the metric, not the awareness training or distribution of the Awareness Guide itself. Actual distribution of the Awareness Guide or other procedure may be accomplished at annual training, on IDT weekends, or at other events or forums of your choice according to your documented procedure. Please ensure supervisors, Unit Environmental Compliance Officers, or other appropriate personnel emphasize the important messages on the Awareness Guide during or after distribution. The Soldier/personnel video tape is great for this purpose. Distribution will be an annual event to accommodate personnel moves, new Soldiers and employees, etc. Mobilized Soldiers may receive their Awareness Guides upon return to home station. We discourage you from trying to track individual receipt of the eMS Awareness Guides. eMS is a continual improvement process that is built on a principle of "say what you are going to do" and "do what you say". Attempting to track individual receipt will undoubtedly will lead to discrepancies and will not change the real measure of success. The real measure of success will be asking Soldiers, civilian employees and contractor support personnel "What do you know about eMS?" and getting the right answer.

d. State specific posters are included containing your policy for eMS. There should be sufficient quantity to distribute a poster to every unit and to post in headquarters, shops and facilities.

e. An eMS brochure is included that contains the basic information about the eMS program which can be distributed to facilities to be placed in their pick up stands. This brochure can also be given to contractors to inform them of your eMS.

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4. This package only satisfies the awareness training portion of the training required by ISO14001, leaving other training requirements to be accomplished for personnel who perform an activity that may result in a significant impact to the environment. Soldiers and employees who performs duties with potential to cause a significant impact as designated from your aspects and impact analysis are required to have additional job specific training. The identification of your Aspects (causes of impacts) and Impacts will result in documenting your "list of significant impacts", another metric that must be met by 30 March 2005.

5. While most States/Territories have completed the three past due metrics and have completed or are in the process of completing metrics four and five, due 30 March 2005, we have fallen behind the Army and Army Reserves in our overall ARNG eMS implementation. Please encourage your staff to complete these metrics as expeditiously as possible.

6. I sincerely appreciate all of your efforts and accomplishments and recognize the many challenges you face now and in the future. Implementation of the eMS is yet another extremely important tool to help us manage our training lands and facilities and ensure the ability of our soldiers to be mission ready.

7. The National Guard Bureau, Environmental Programs Division stands ready to assist you in completing your final eMS implementation efforts. The references noted in this memorandum and additional guidance can be found in the Environmental Programs eMS document library on Guard Knowledge Online.

8. Point of contact is Colonel Jerry Walter, Chief, Environmental Programs Division, DSN 327-7967 or 703-607-7967.



ROGER C. SCHULTZ
Lieutenant General, GS
Director, Army National Guard