

## Advanced Environmental Management (AEM) Training

March 2016

**Please Not:** Please check these sites for the latest updates to EMPs. They change often!

Intranet site: [www.jble.af.mil/library/environmentalinformation.asp](http://www.jble.af.mil/library/environmentalinformation.asp)

and <https://www.esohtn.com/index.html>.

**To help eliminate possible confusion, please read the information and follow the instructions below carefully:**

See below for dates, times, and place of the next AEM training: 22-24 Mar 2016.

TYPE TRAINING	DATE	LOCATION	TIME
Initial Training	22 Mar 16	Army Education Center, Bldg. 1500, RM 305	0800 to 1600
Initial Training	23 Mar 16	Army Education Center, Bldg. 1500, RM 305	0800 to 1600
Initial Training	24 Mar 16 If required	Army Education Center, Bldg. 1500, RM 305	0800 to 1600
Refresher Training		On-line Only must be completed by 31 Mar 16	

1. Suspense for submitting the Completed (EMP 4.4.2 Tab 4) AEC, UEC & HWC Appointment FEVA Form 32-643, dated 31 Aug 15 is: 1 Mar 16.

2. Training is generally conducted semi-annually during the months of March and October. Activities should plan accordingly. The Civil Engineer Division (CED), Environmental Element (EE), provides this training at no cost to Activities; however, if Activities fail to send personnel, they may be required to contract out this service at their cost to meet their training requirements. The information provided below is intended to assist Activities:

a. Current rosters by Alpha and Unit of trained AECs, UECs, and HWCs are attached.

b. Ensure you are using the FEVA Form 32-643 (that you receive via this email), AEC, UEC, & HWC Appointment. Older forms will not be accepted. **Additional Unit Orders are not required. All forms must be typed. All Coordinators must have a valid Email address. Please do not use a blanket address (Civilian Employees who do not have access to sever). Each individual will need his/her own address!**

c. Depending on enrollment, personnel may be rescheduled to balance classes. Activities need to be flexible.

3. Activities must determine their need to appoint and train Activity Environmental Coordinators (AECs), Unit Environmental Coordinators (UEC's), and Hazardous Waste Coordinators (HWC's). Please see JBLE I 32-101 paragraphs:

a. 4.4.1.2.3 Commanders, Directors, and Leaders of Activities, L and N

b. 4.4.1.2.6 Contracting Offices

c. 4.4.1.2.8 Contractors and Sub-Contractors

d. Training requirements for these positions are found in EMP 4.4.2

e. Duty descriptions are found at EMP 4.4.2 Tab 1 Job Titles, Duty Descriptions, and Responsibilities of Key Positions.

4. Instructions for enrolling in the March 2016 AEM **INITIAL** training:

a. A properly completed FEVA Form 32-643 dated 31 Aug 15 must be submitted to Mr. Donald L. Johnson, CED/EE, B1407 NLT 1 Mar 16. The Point of Contact (POC) for training registration and training results is Donald L. Johnson, 878-7364 or Email [donald.l.johnson1.civ@mail.mil](mailto:donald.l.johnson1.civ@mail.mil)

**NOTE: Ensure forms are signed by Student and the appropriate Commander or Director ONLY. The original form, not copies must be submitted. Please sign in blue ink so that the original form can be distinguished from copies. Digital signatures are authorized.**

(1). Out dated forms will not be accepted.

(2). Forms not typed will not be accepted.

(3). Forms without Coordinator Email Address will not be accepted.

(4). Incomplete forms will not be accepted.

(5). Forms submitted late will not be scheduled for class; will be kept and handled on a space available basis.

(6). Walk-ins on class day will not be allowed.

b. Blocks 13 to 16: See EMP 4.4.2 Tab 3 Activity Name Listings. You **MUST** correctly complete these blocks or the form **will be rejected!**

c. Blocks 20 and 21 on FEVA Form 32-643 must be completed or the form will be considered incomplete. The following prerequisites are required:

(1). Block 20, enter date trained: Hazardous Communications.

(2). **Block 21, enter date trained: Advanced Environmental Management (AEM) Phase I Training.** A copy of the Certificate of Completion must be attached to the FEVA Form 32-643. See EMP 4.4.2 Tab 5 ESOHTN Log-in & Training Procedures. **These dates must match what is on your ESOHTN training certificate!**

(3). **Block 22, The Commander or Director signing the FEVA Form 32-643 must complete the Advanced Environmental Management (AEM) Phase I Training, Module I Introduction Only. Enter the date completed.**

### **5. Special Instructions for Annual Refresher Training: (AEM Phase I) Do Not Take AEM Phase I Before 1 March 16!**

**a. A properly completed FEVA Form 32-643 dated 31 Aug 15 must be submitted to CED/EE, B1407 NLT 31 Mar 16!**

(1). Out dated forms will not be accepted.

(2). Forms not typed will not be accepted.

(3). Forms without Coordinator Email address will not be accepted.

(4). Incomplete forms will not be accepted.

b. Blocks 13 to 16: See EMP 4.4.2 Tab 3 Activity Name Listings. You **MUST** correctly complete these blocks or the form **will be rejected!**

c. Blocks 20 and 21 on FEVA Form 32-643 must be completed or the form will be considered incomplete. The following prerequisites are required:

(1). Block 20, enter date trained: Hazardous Communications.

(2). **Block 21, enter date trained: Advanced Environmental Management (AEM) Phase I Training.** A copy of the Certificate of Completion must be attached to the FEVA Form 32-643. See EMP 4.4.2 Tab 5 ESOHTN Log-in & Training Procedures. **These dates must match what is on your ESOHTN training certificate!**

(3). **Block 22, The Commander or Director signing the FEVA Form 32-643 must complete the Advanced Environmental Management (AEM) Phase I Training, Module I Introduction Only. Enter the date completed.**

**d. Once you complete AEM Phase I training on ESOHTN, the following documents must be submitted by COB 31 Mar 16:**

(1). FEVA Form 32-643.

(2). ESOHTN training certificate showing LEMAC, HazCom, and AEM Phase I

NOTE: Ensure forms are signed by Student and the appropriate Commander or Director. **The original form, not copies must be submitted. Please sign in blue ink so that the original form can be distinguished from copies. Digital signatures are authorized.**

(3). AEM Refresher Course Evaluation – This is the form in the AEM Phase I folder from the ESOHTN site – This is not the ESOHTN evaluation that you take one line. **Your honest feedback on the Course Evaluations will be valuable.**

**e. FAILURE TO SUBMIT ON TIME WILL RESULT IN YOUR COORDINATOR DUTIES BEING TERMINATED AND YOU WILL NEED TO ATTEND INITIAL AEM TRAINING.**

6. Handouts will be passed out in class for classroom use only:

a. This is a **GREEN** Class. All handouts used in class will be collected at the end of the day and reused. Please **do not write** on these handouts.

b. Copy of slides. If you want your personal copy of the slides for future references, you will need to print them from the [www.jble.af.mil/library/environmentalinformation.asp](http://www.jble.af.mil/library/environmentalinformation.asp) Revised slides will be posted by 10 Mar 16.

7. Failure to follow this guidance will result in the Activity being out of compliance with JBLE I 32-101. Non-compliance may have the potential to adversely impact the installation's regulatory status with Virginia's Department of Environmental Quality (VDEQ) and the Environmental Protection Agency (EPA).

8. If you have any questions, please contact is Mr. Donald L. Johnson, 878-7364 or Email [donald.l.johnson1.civ@mail.mil](mailto:donald.l.johnson1.civ@mail.mil).