

733 MSG, JBLE
FT EUSTIS, VA 23604
01 1000L OCTOBER 2021

**OPERATION ORDER 22-1-06, JBLE-E ENVIRONMENTAL TECHNICAL ADVISORS
ASSIGNMENTS AND PERSONNEL TRAINING**

REFERENCES.

1. 40 CFR Part 262.17, Resources Conservation and Recovery Act (RCRA)
2. Army Regulation 200-1, Environmental Protection and Enhancement
3. Air Force Instruction 32-7001, Environmental Management
4. Environmental Management Procedure (EMP) 4.4.2, Environmental Awareness and Competency Training
5. Advanced Environmental Management (AEM) Registration Instructions

TIME ZONE USED THROUGHOUT THE OPORD. LOCAL

TASK ORGANIZATION.

733 MSG

733 CES

ALL FEVA ORGS

1. **SITUATION.** In accordance with (IAW) Air Force Instruction, and local policy, all personnel are required to take certain environmental training depending on their work center, job title, or extra duty assignment.
2. **MISSION.** All activities with personnel performing functions and conducting operations on JBLE-Eustis will take the Environmental Management Awareness and Competency (EMAC) Training on The Environmental Awareness Course Hub (TEACH). Activities will also appoint additional duty Technical Advisors (TA) at appropriate levels as required. This includes any geographically separated unit under the operational control of the 733d Mission Support Group (MSG).
3. **EXECUTION.**
 - a. **Commander's Intent.** My intent is to continuously sustain an Environmental Management System (EMS) and enforce all environmental laws, regulations, and rules. All organizations and Activities on JBLE-Eustis will comply with instructions IAW Air Force Instruction (AFI) 32-7001, *Environmental Management* and JBLE-Eustis Environmental Management Procedures (EMPs). The 733d Civil Engineer Squadron (CES) Environmental Element (CEIE) will conduct scheduled program reviews to provide necessary guidance and ensure units adhere to established policies, rules, and regulations and training requirements.
 - b. **Concept of Operation.**

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(1) Federal agencies, to include the Department of Defense and all services (including Army and Air Force), are directed to implement an EMS at all appropriate agency facilities based on facility size, complexity, and the environmental aspects of facility operations. JBLE-Eustis is a designated appropriate facility. The facility EMS shall include annually reviewed and updated measurable environmental goals, objectives, and targets. EMS performance measures shall be incorporated in agency facility audit protocols.

(2) All activities with personnel performing functions and conducting operations on JBLE-Eustis will take the Environmental Management Awareness and Competency (EMAC) Training on TEACH within 30 days of assignment and annually thereafter.

c. Tasks to Supporting Units.

(1) 733^d Mission Support Group (733 MSG). Publish the Operation Order and any required changes.

(2) 733^d Civil Engineer Squadron (733 CES).

(a) Assume responsibility for this operation order and all associated record keeping.

(b) Provide all AEM Initial/Refresher training as required.

(c) Ensure all personnel assigned to the organization and permanently stationed at JBLE-Eustis will take the EMAC Training with 30 days of assignment IAW coordinating instructions.

(d) Ensure all personnel assigned to the organization and permanently stationed at JBLE-Eustis will take the EMAC Training annually IAW coordinating instructions.

(3) All Fort Eustis Organizations.

(a) Ensure all personnel assigned to the organization and permanently stationed at JBLE-Eustis will take the EMAC Training with 30 days of assignment IAW coordinating instructions.

(b) Ensure all personnel assigned to the organization and permanently stationed at JBLE-Eustis will take the EMAC Training annually IAW coordinating instructions.

(c) Assign a primary and alternate Activity Environmental Coordinator (AEC) IAW coordinating instructions.

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(d) Assign a primary and alternate Unit Environmental Coordinator (UEC) for each subordinate organizations (to include contractors) assigned to JBLE-Eustis IAW coordinating instructions.

(e) Assign a primary and alternate Hazardous Waste Coordinator (HWC) if the organization is responsible for a hazardous waste stream (to include contractors) IAW coordinating instructions.

(f) Provide an updated list of newly appointed AECs, UECs, and HWCs. Please use excel document [AEC, UEC, HWC Main List](#) located on the public environmental page under JBLE-Eustis Training, <https://www.jble.af.mil/Units/Army/Eustis-Enviromental/>

d. Coordinating Instructions.

(1) All environmental training will be conducted online on TEACH located at: <https://usaf.learningbuilder.com/>. Instructions for appointing and training are available in the Advanced Environmental Management (AEM) Training Instructions below. Course completion will be logged internally to the site. All TEACH training certificates can be generated for reporting completion. The AEM Initial/Refresher online training on TEACH replaces the in class AEM Initial. The online training has proven to be more efficient and convenient to Units when appointing new AECs, UECs, and HWCs. Online provides access to training daily/monthly for new appointees and refresher.

(2) All newly appointed AEC, UEC, and HWC will submit a FEVA Form 32-643 from <https://www.jble.af.mil/About-Us/Units/Army/Eustis-Enviromental/EMPs/> under module labeled Forms to the CES/CEIE POC for record as soon as assigned. Form must be fully completed before being accepted.

(3) AECs, UECs, and HWCs are required to take the AEM Initial/Refresher on TEACH to meet the AEM Initial training requirements. An annual refresher course is also required (AEM Initial/Refresher on TEACH) for current AECs, UECs, and HWCs. A new FEVA Form 32-643 is not required for current appointees who just require refresher training on TEACH. However AECs must update the AEC, UEC, HWC List that is available on the JBLE website, <https://www.jble.af.mil/Units/Army/Eustis-Enviromental/> under JBLE EUSTIS TRAINING module to show current training.

(4) In person guidance/training is still available upon request by any AEC. CEIE is here to help all stay in compliance with Federal, State, local, and Air Force regulations, instructions, directives, and manuals.

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4. **SUSTAINMENT.** N/A

5. **COMMAND AND SIGNAL.**

a. **Command.** Miquel L. Capellan, Director, 733 CES.

b. **Control.** CES/CEIE Office.

c. **Signal.** POC is Mr. Kenneth Dunn, 733 CES/CEIE Training Coordinator, (757) 878-7366, kenneth.w.dunn2.civ@mail.mil.

ACKNOWLEDGE. Receipt of this message no later than (NLT) 72 hours of receipt to the CES/CEIE POC, Mr. Kenneth Dunn, kenneth.w.dunn2.civ@mail.mil.

**THIGPEN
COL**

OFFICIAL

**RIDDICK
733 MSG**

ATTACHMENTS:

A - Advanced Environmental Management (AEM) Training Instructions

B – FEVA Form 32-643, AEC, UEC, and HWC Appointment and Training Record

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ATTACHMENT A - Advanced Environmental Management (AEM) Training
Instructions

Please Note: Please check JBLE-Eustis Environmental:

<https://www.jble.af.mil/About-Us/Units/Army/Eustis-Environmental/EMPs/> for the latest updates to EMPs (They change often!) and up to date information on training and other topics.

Course pre-requisites include completion of Environmental Management Awareness and Competency (EMAC) available online via TEACH located at <https://usaf.learningbuilder.com/>. Use Chrome or Edge. Refer to EMP 4.4.2 instructions on accessing and registering for training through TEACH.

1. Submit completed [AEC, UEC & HWC Appointment FEVA Form 32-643](#), dated 21 Oct 20, located at <https://www.jble.af.mil/About-Us/Units/Army/Eustis-Environmental/EMPs/> under Forms to Kenneth Dunn, Training Manager, kenneth.w.dunn2.civ@mail.mil, 757-878-7366.

NOTE: Suggest downloading form to desktop in order to activate digital signature features.

2. Ensure you are using the FEVA Form 32-643 21 Oct 20 provided for AEC, UEC, and 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 Business 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!**

3. Activities must determine their need to appoint and train AECs, UECs, and HWCs.

- a. Training requirements for these positions are found in [EMP 4.4.2 Environmental Awareness and Competency Training](#)

- b. Duty descriptions are found at EMP 4.4.2 under Procedures, Activity procedures will, and Key additional duty environmental Activity Technical Advisor positions.

- c. A properly completed FEVA Form 32-643 dated 21 Oct 2020 must be submitted to Mr. Kenneth W. Dunn, CES/CEIE, kenneth.w.dunn2.civ@mail.mil, 757-868-7366.

NOTE: Ensure forms are signed by Student and the appropriate Commander or Director ONLY. **The original form must be submitted. Digital signatures are authorized and suggested.**

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Digital forms are preferred over hard copies. We are a Green base and are reducing paper products.

- (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.

a. Blocks 12 to 17: See EMP 4.4.2 Environmental Awareness and Competency Training. You **MUST** correctly complete these blocks or the form **will be rejected!**

b. Blocks 20 thru 25 on FEVA Form 32-643 must be completed or the form will be considered incomplete. The following prerequisites are required:

(1). Block 19, enter date trained for Environmental Management Awareness and Competency (EMAC) (completed on-line on TEACH). You and your Commander/Director will be certifying that you have completed the required EMAC training. DO NOT falsify these records. Anyone suspected doing so will be turned over to the JAG Office for investigation.

(2). Block 21, The Commander or Director signing the FEVA Form 32-643 must complete the Advanced Environmental Management (AEM) Initial/Refresher Training on TEACH. Enter the date completed.

c. AECs will:

(1). Coordinate and submit to CEIE the FEVA Form 32-643 of all personnel appointed as AECs, UECs, and HWCs by his/her Activity.

(2). Ensure all FEVA Form 32-643 are correctly completed and turned-in to Mr. Kenneth Dunn at 733 CES/CEIE. Mr. Dunn will verify the persons EMAC training certificate on TEACH. This will speed up the process of signing and returning the 643.

4. Special Instructions for Annual Refresher Training: (AEM Refresher)

a. A properly completed FEVA Form 32-643 dated 21 Oct 2020 must be submitted to Mr. Kenneth Dunn, kenneth.w.dunn2.civ@mail.mil CES/CEIE.

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- (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 12 to 17: You **MUST** correctly complete these blocks or the form **will be rejected!**
- c.** Completed FEVA Form 32-643.

NOTE: Ensure forms are signed by Student and the appropriate Commander or Director ONLY. The original form must be submitted. Digital signatures are authorized and suggested. Digital forms are preferred over hard copies. We are a Green base and working on reducing paper products.

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**ATTACHMENT B - FEVA Form 32-643, AEC, UEC, and HWC Appointment and
Training Record**

SEE FORM ATTACHED TO EMAIL.