

Environmental Management Procedure (EMP) 4.4.3 Tab 1

Subject: Internal Environmental Communications Plan

1. Purpose: The purpose of Tab 1 to EMP 4.4.3 is to identify specific communications tasks and responsibilities to adequately communicate environmental information and directives to the JBLE-Eustis community.
2. Document Control: This is a controlled document. Controlled documents are updated as required, reviewed at least annually, and re-dated if changed. Any documents to include blank forms appearing in paper form are not controlled and should be checked against the file version prior to use on the:

JBLE – Eustis Environmental website: <http://www.jble.af.mil/Units/Army/Eustis-Enviromental/>
3. References:
 - a. Joint Base Langley-Eustis Instruction 32-101
 - b. Environmental Management Procedure 4.4.3, Environmental Communications
4. Scope: This EMP applies to all Activities and personnel, including military, civilians, vendors, suppliers, and contractor personnel who enter JBLE-Eustis. The definition of an Activity can be found in JBLE I 32-101.
5. Roles and Responsibilities:
 - a. The 733d MSG Commander will provide overall guidance and direction for environmental communication activities.
 - b. Public Affairs Officer (PAO)
 - i. Provide overall supervision for communications of environmental information to the JBLE-Eustis community (internal communications) and to the public and outside entities (external communications).
 - ii. Provide personnel and funding resources to support environmental communications as part of the PAO function.
 - iii. Advise and provide technical support to CED/CEIE regarding communications.
 - c. Chief, CED/CEIE will:
 - i. Develop and execute the environmental program communication, provide technical support regarding environmental topics and information being communicated, and to coordinate appropriate environmental communication with the PAO.
 - ii. Coordinate internal communications with 633d Air Base Wing, PAO.
 - iii. Coordinate external communications with PAO as appropriate.
 - iv. Document and maintain records of environmental communications as required.
6. Internal Communications Procedures
 - a. CED/CEIE is responsible for communicating environmental information and directives through various channels to the JBLE-Eustis community.

- b. Types of internal communication include, but are not limited to:
 - i. Official communication through the Installation Operations Center (IOC)
 - ii. The Peninsula Warrior - post newspaper
 - iii. Installation TV Channel
 - iv. Intranet EMS web site (https://post.intranet.eustis.army.mil/enrd/EMS/EMS_home.htm)
 - v. Flyers
 - vi. Bulletin boards and posters
 - vii. Email to specific environmental action groups and individuals
 - 1. Functional team members
 - 2. Activity Environmental Coordinators
- c. As appropriate, CED/CEIE will coordinate internal communications with PAO.
- d. CED/CEIE will receive and respond to employee environmental or EMS concerns, which arise during day-to-day operations and other major issues brought to their attention.
- e. Official communication through the IOC will be utilized to inform the internal community of specific environmental events such as the Environmental Safety and Occupational Health Council (ESOHC), Earth Day, and other time sensitive environmental program information.
- f. CED/CEIE will submit an environmental article for the JBLE-Eustis installation newspaper (The Peninsula Warrior) at a minimum quarterly. CED/CEIE branches will be responsible for submissions as follows:
 - i. Compliance Branch – 1st Quarter FY
 - ii. Planning Branch – 2nd Quarter FY
 - iii. Planning Branch – 3rd Quarter FY
 - iv. Conservation Branch – 4th Quarter FY
- g. CED/CEIE will submit environmental information with time constraints to the PAO for the Public Notice section of The Peninsula Warrior newspaper as required.
- h. CED/CEIE will utilize the Command TV Channel 46 to disseminate environmental stewardship information. CED/CEIE will update this information annually.
- i. CED/CEIE will develop and maintain a webpage on the installation Intranet site with useful environmental information for the community. The Intranet site will also have links for required annual environmental training.
- j. CED/CEIE will develop “flyers, posters, and policy letters” for distribution and posting on Activity bulletin boards to enhance communication for environmental stewardship challenges, recycling, and to advertise environmental events. The above items will be distributed via the

Activity Environmental Coordinators (AECs). Activity bulletin boards will be checked during annual activity assessments per paragraph 4.a.

- k. CED/CEIE will maintain distribution lists of AECs, Hazardous Waste Coordinators, Recycling Coordinators, and Energy Monitors and other key environmental operators to enhance internal communications of vital information.
- l. Checking
- m. CED/CEIE will assess the Internal Communications Plan as part of the annual Activity Assessment Program IAW EMP 4.5.2.1. The assessment will verify compliance with requirements to post environmental information on bulletin boards and survey the effectiveness of internal communications with Activity personnel.
- n. The EMS Audit Team will audit the internal communication program during annual EMS audits.
- o. CED/CEIE will review this plan and update as part of the EMS annual review IAW EMP 4.6.