

Environmental Management Procedure (EMP) 4.4.6.5.1

Subject: Affirmative and Green Procurement

1. Purpose: This EMP establishes the procedures for the JBLE-Eustis Affirmative and Green Procurement program to ensure service and goods purchased by the installation meet and exceed established standards for recycled content, have the highest potential for recycling at the end of product life cycle, and move JBLE-Eustis toward a more sustainable facility.
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. JBLE-I 32-101, Environmental Management
 - B. EM Dictionary
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 Mission Support Group Commander will:
 - (1). Provide overall guidance and direction for the Affirmative and Green Procurement Program.
 - (2). Direct the establishment of a Functional Area Team for Procurement.
 - B. Director of Logistics Readiness Division (LRD) will:
 - (1). Lead the Procurement Functional Area Team.
 - (2). Provide overall management and technical support for the Affirmative and Green Procurement Program.
 - C. Commanders/Directors/Leader of Activities:
 - (1). Provide personnel resources as required for the Procurement Functional Area Team.
 - (2). Champion Affirmative and Green Procurement within their Activities.
 - D. Chief, CED/Environmental Element:
 - (1). Provide personnel resources to support the Procurement Functional Area Team.
 - (2). Integrate Affirmative and Green Procurement training into environmental training including but not limited to Basic Environmental Management Awareness, Leader Environmental Management Awareness, and Activity Environmental Management courses.
 - (3). Conduct analysis and studies to identify affirmative and green procurement opportunities.

6. Procedures:

- A. Activities will identify all personnel with a role and responsibilities for procurement of goods and services in their organization. Personnel include but not limited to:
 - (1). Personnel with Government Purchase Card (GPC) Credit Cards.
 - (2). Contract Officer Representatives (COR) personnel.
 - (3). Personnel involved in the contracting process that develop or review Scopes of Work (SOW), Requests for Proposal (RFP) or other contract documents.
- B. CED/CEIE will ensure and provide technical support to Affirmative and Green Procurement Training Programs. Training will provide identified personnel awareness of methodologies and opportunities for Affirmative and Green Procurement. Training will include:
 - (1). A module in the (GPC) Credit Card Users training courses at 633d Contracting Squadron and the Fort Eustis Mission and Installation Contracting Center (MICC).
 - (2). Affirmative and Green Procurement Training modules in the BEMA, LEMAC, and AEM training.
 - (3). Onsite seminars for JBLE (Eustis) tenant Activities upon request.
- C. 633 CONS will maintain a record of JBLE (Eustis) Air Force personnel trained in the GPC, Credit Card Users course.
- D. The Fort Eustis MICC will maintain a record of JBLE (Eustis) Army personnel training the GPC, Credit Card Users course.
- E. CED/CEIE will maintain a record of personnel trained in the AEM course.
- F. LRD, with support from CED/CEIE, will facilitate EMS Procurement Functional Area Team meeting twice annually to develop objectives, targets, and tasks for specific affirmative and green procurement activities that support the Fort Eustis Strategic Plan, EMS significant aspects and impacts, and other identified contracts for goods and services in accordance with EMP 4.3.1.