

## **COMPETENCE, TRAINING, AND AWARENESS**

### **Installation Supplement – Eustis**

The following supplemental content describes how JBLE-Eustis intends to implement this procedure.

#### **PURPOSE**

733 CED/CEIE provides education and training to JBLE-Eustis personnel (military and civilian), mission partners, and contractors to provide them with the competence to perform their environmental roles, responsibilities, and duties to implement JBLE-Eustis' EMS and specific requirements for federal, state, local and Air Force regulations, laws, policies, directives, and instruction to ensure compliance.

This procedure presents guidance for providing environmental appropriate training for all JBLE-Eustis personnel (military, civilian), mission partners and contractors. The training consists of:

- JBLE-Eustis Environmental Management Awareness and Competency (EMAC) Training, which includes EMS General Awareness Training
- Shop Environmental Program Specific Training
- Unit Environmental Coordinator / Activity Environmental Coordinator Training
- EMS Program Manager Training
- Senior Leadership Training
- Other – Newcomers Orientation (includes EMS General Awareness Training)

#### **PROCEDURE**

JBLE-Eustis utilizes The Environmental Awareness Course Hub (TEACH), the Air Force's Advanced Distributed Learning Service (ADLS) systems, and the Air Force Institute of Technology (AFIT, ) to provide online modes of education and training, as well as offers in-house (face-to-face) training sponsored by 733 CED/CEIE, to provide them with the competence to perform their environmental roles, responsibilities, and duties to implement the base's EMS and specific requirements for federal, state, local and AF regulations, laws, policies, directives, instructions and manuals. Environmental Management Procedure (EMP) 4.4.2. is JBLE-Eustis' post policy/procedure for Environmental Awareness and Competency Training.

#### **JBLE-Eustis Environmental Management Awareness and Competency (EMAC) and base-specific EMS General Awareness Training:**

EMAC Training is required by all military, civilian, tenants and contract personnel working on JBLE-Eustis. Completion of EMAC Training is required within the first 30 days of assignment and annually thereafter.

733 CED/CEIE provides online EMAC training (to include base-specific EMS General Awareness) to personnel through TEACH. Instructions for registering through TEACH are provide in JBLE-Eustis' Environmental Procedure (EMP) 4.4.2. *Environmental Awareness and Competency Training* or personnel may contact CED/CEIE's Training Manager at 757-878-7366.

EMS General Awareness training is also incorporated in the JBLE-Eustis' military and civilian Newcomers Orientation Briefings (offered every other week by FSS and the Civilian Personnel Office).

### **Shop Environmental Program Specific Training:**

Shop Environmental Program Specific Training will vary depending on the personnel's daily duties. Shop level specific training may be completed through TEACH, AFIT, or one-on-one with the associated Environmental Program Manager. The frequency of these trainings will depend on regulatory or DoD requirements.

Examples of Shop level specific training include:

- EESOH-MIS/Hazardous Materials Handling Storage and Compatibility (HAZMART Contractor; JBLE-Eustis Fence-to-Fence Contractor)
- Hazardous and Universal Waste Management Training [Unit Environmental Coordinator (AEC)/Activity Environmental Coordinator (AEC)/Hazardous Waste Coordinator (HWC)]
- Air Source Operator's Training [Painting, Emergency Generators] (Air Program Manager; Base Maintenance Contractor)
- Spill Prevention, Control, and Countermeasure Plan Annual Training (DLA)
- Storm Water Management (Water Program Manager; Base Maintenance Contractor)

### **Unit Environmental Coordinator (UEC)/Activity Environmental Coordinator (AEC):**

All personnel who are designated as primary or alternate Unit Environmental Coordinator (UEC)/Activity Environmental Coordinator (AEC) is required to complete environmental training, at a minimum, upon appointment. UECs/AECs are highly encouraged to attend AFIT WENV 522, *Environmental Management Training*.

UECs/AECs are required to complete the JBLE-Eustis **Advanced Environmental Management (AEM) training course**. **AEM Initial course** (offered face-to-face); **AEM Refresher Course** (offered via TEACH) includes the following topics:

- Environmental Management System (EMS)
- Legal Aspects of Environmental Compliance
- Spills & Emergency Response
- Hazardous Materials Management (HMM)
- Tank Management
- Waste Water & Storm Water Management
- Air Program
- Green Procurement & Affirmative Procurement
- Solid Waste Management (SWM)
- Recycling, Reusing, and Reducing Pollution
- Hazardous Waste Management (HWM)
- Universal Waste Management (UWM)
- E - Waste Management (EWM)
- Cultural and Natural Resources
- Pesticide Management
- Asbestos & Lead Abatements
- Installation Restoration

### **EMS Program Manager:**

EMS Program Manager(s) are highly encouraged attend AFIT WENV 350, *EMS Auditing Course*.

**Senior Leadership:**

Senior leader environmental awareness training is required for the CFT and ESOHC membership. At a minimum, training is provided to personnel upon appointment. JBLE-Eustis recognizes the EMS Practitioners training course for EMS CFT and working group members. ESOHC Senior Leader Awareness Training is required for all ESOHC members. Both the EMS Practitioner and ESOHC Senior Leader Awareness Training are offered online through TEACH.

**Training Records:**

Training records will be kept within the training database, with Unit Training Managers and with Environmental Program Managers.

\* Updated by J. Bateman 6/25/20

