

ENVIRONMENTAL AWARENESS AND COMPETENCY TRAINING

ENVIRONMENTAL MANAGEMENT PROCEDURE (EMP) 4.4.2

JBLE-EUSTIS



25 June 2020

(Revised 26 Sep 2025)

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DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 633D AIR BASE WING
JOINT BASE LANGLEY-EUSTIS VA

25-Oct-24

MEMORANDUM FOR ALL 733 MSG UNITS AND FEVA ORGS

FROM: 633 ABW/CD

SUBJECT: JBLE-Eustis Environmental Management Procedures (EMPs)

1. EMPs apply to all JBLE-Eustis activities (including tenants, associated units, and contractors) that impact any environmental resource area on the installation, to include, but not limited to Air Quality, Water Quality, Hazardous Waste, Hazardous Materials, Natural Resources, Cultural Resources, Solid Waste and Recycling, Inspections, Training, Tanks, Spill Prevention, Pollution Prevention, and Pest Management.

a. EMPs enable our compliance with Federal, State, Department of Defense, and Air Force regulations, directives, instructions, and manuals, and are specific to JBLE-Eustis.

b. EMPs assign responsibilities, provide instruction and guidance for appropriate management of environmental programs to ensure the installations regulatory compliance.

2. JBLE-Eustis personnel may access these EMPs electronically via the JBLE-Eustis Environmental website at: <https://www.jble.af.mil/Units/Army/Eustis-Enviromental/>.

3. The Office of Primary Responsibility for this document is 733d Civil Engineer Squadron Environmental Element (733 CES/CEIE), and will review all EMPs annually, and update as appropriate. Major revisions require concurrence from the JBLE-Eustis Environmental Management System (EMS) Cross-Functional Team (CFT) and approval by the Environmental Safety and Occupational Health Council (ESOHC).

4. All EMPs are unclassified and will be posted in "Read Only" .pdf format, reviewed, revised and rescinded IAW current directives.

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Digitally signed by
DILLENBURGER STEVEN P.123
9615100
Date: 2024.10.25 13:15:19 -0400

STEVEN P. DILLENBURGER, Colonel, USAF
Deputy Installation Commander

Environmental Management Procedure (EMP) 4.4.2

SUBJECT: Environmental Awareness and Competency Training

PURPOSE AND POLICY:

This EMP establishes the procedures to implement policy for properly managing Environmental Awareness and Competency Training.

A. Purpose: This EMP establishes the procedures for:

- (1). Conducting environmental management awareness and competency training.
- (2). Identifying Activity personnel that require environmental awareness and competency training.
- (3). Development and updating awareness and competency training:

B. Policy:

- (1). Awareness Training: Activity Leadership will ensure all personnel are aware of their environmental stewardship responsibilities and key components of the Environmental Management System, such as the Policy and potential consequences if procedures are not followed.
- (2). Competency Training: All personnel that have positions or duties with potential to affect the environment are required to have competency training to meet the requirements of their primary job functions and any additional duties they are assigned.

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-Environmental/>

REFERENCES:

- A. DAFI 32-7001, *Environmental Management*
- B. DAFMAN 32-7002, *Environmental Compliance and Pollution Prevention*

SCOPE:

This EMP applies to all Activities and personnel who work for or on behalf of the installation, including military, civilians, vendors, suppliers, and contractor personnel working directly for the installation or working as a tenant on the installation.

ROLES AND RESPONSIBILITIES:

- A. The Environmental, Safety, and Occupational Health Council (ESOHC) will provide overall guidance and direction for conducting environmental management awareness and competency training.
- B. The EMS-Cross Functional Team will identify EMS and other environmental training requirements.
- C. Commanders, Directors and Leaders of Activities will:
 - (1). Ensure personnel within their Activity receive environmental management awareness and competency training.
 - (2). Identify all personnel within their Activity that; by virtue of their assignment, primary job functions, and additional duties require environmental competency, skills, and/or certification.
- D. Civil Engineer Squadron (CES); Environmental (CEIE) will:
 - (1). Facilitate environmental awareness and competency training.
 - (2). Ensure environmental awareness and competency training is accessible to Activities.
 - (3). Ensure installation personnel have obtained environmental awareness and competency training when performing installation activity inspections, staff assistance visits, and through TEACH reports.

PROCEDURES:

- A. CEIE procedures:
 - (1). CEIE will develop, update, review and facilitated the EMP 4.4.2, Environmental Awareness and Competency (EMAC) Training, Advanced Environmental Management (AEM) Training and receive approval by the Cross Functional Team (CFT) annually. Final updates will be posted online as soon as practical to the:

The Environmental Course Hub (TEACH) website:
<https://usaf.learningbuilder.com/>

- (2). CEIE will develop, update, review and facilitate the Advanced Environmental Management (AEM) course for new Unit Environmental Coordinators (UECs), Tank Custodians (TCs), and Hazardous Waste Coordinators (HWCs).
- B. Contracting Office procedures: All Contracting Offices on or off the installation which provide service contracts must comply with appropriate EMPs.
- C. Activity procedures will:
- (1). Appoint and ensure annual training of key Activity additional duty environmental Technical Advisor (TA) positions, as required and individuals that perform duties that have a risk for detrimental impact on the environment as necessary.
 - (a). Key Activity additional duty environmental TA positions:
 - i. Unit Environmental Coordinator (UEC): Primary and Alternate
 - a. Military Activities: Must be in the grade of E-5 or above.
 - b. Government Civilians: Must be in the grade of GS-5 or above or equivalent.
 - c. Contractor: Appropriate Supervisory Level
 - d. Required IAW DAFI 32-7001, *Environmental Management*
 - e. UECs are required to have an email address and local phone number.
 - ii. Hazardous Waste Coordinators (HWC): Primary and Alternate
 - a. Military Activities: Must be in the grade of E-5 or above.
 - b. Government Civilians: Must be in the grade of GS-5 or above or equivalent.
 - c. Contractor: Appropriate Supervisory Level
 - d. Will appoint a primary and alternate Hazardous Waste Coordinator (HWC) for each Temporary Storage Site (TSS), Satellite- Accumulation Site (SAS), or Non-Hazardous Satellite Accumulation Area (NHSs).
 - e. HWCs are required to have an email address and local phone number.
 - iii. Tank Custodians (TC): Primary and Alternate
 - a. Military Activities: Must be in the grade of E-5 or above.

- b. Government Civilians: Must be in the grade of GS-5 or above or equivalent.
 - c. Contractor: Appropriate Supervisory Level
 - d. Will appoint a primary and alternate Tank Custodian (TC) to inspect and enter monthly tank inspections into the appropriate database.
 - e. TCs are required to have an email address and local phone number.
- (b). The Commander, Director, or Corporate/Company Officer for Contractors is the AEC, HWC, and TC appointment authority and signs the FEVA Form 32-643.
- (2). Appointment forms (FEVA Form 32-684) will be submitted **to the** 733 CES/CEIE **Compliance Team Lead** at **jazmin.argarin@us.af.mil**.
- (3). Ensure personnel that perform duties that have a risk for impact on the environment are identified and trained appropriately. The following is not an all-inclusive list of positions:
- (a). Unit Environmental Coordinators (UECs)
 - (b). Hazardous Waste Coordinators (HWCs)
 - (c). Tank Custodians (TCs)
 - (d). Facility Managers
 - (e). Pesticide Applicators
 - (f). Hazardous Materials Handlers (HMH)
 - (g). Universal Waste Handlers (UWH)
 - (h). Hazardous Waste Supervisors (HWS)
 - (i). Hazardous Waste Handlers (HWH)
- (4). Ensure contracts being initiated by all Contracting Offices for construction, service, and goods contracts be provided to the installation have the following requirements:
- (a). Performance Work Statements (PWS) include:
 - i. Requirements for contractors, subcontractors, and contract personnel to follow

appropriate EMPs.

- ii. Ensure EMP 4.4.6.16 JBLE-Eustis Assessment Management Special Conditions and Affirmative Procurement is included as part of all contracts.
 - iii. Requirement for contractors with contracts for more than 1 year, including option years, appoint a primary and alternate UEC.
- (b). CORs are responsible for UEC duties for contractors which have contracts for less than one year or contractors that do not have an UEC appointed and trained.
- (5). Personnel may perform more than one additional duty, however there are some limitations. The Activity must determine which additional duties are to be consolidated.
- (a). UECs, both primary and alternate are required. An UEC can also perform HWC/TC duties.
 - (b). TAs may be assigned the additional duties listed in but not limited to (3) above.
- (6). Ensure the submission of environmental data to CEIE is IAW the following EMPs:
- (a). Air Quality Management - EMP 4.4.6.1
 - (b). Wastewater-Stormwater Management – EMP 4.4.6.2
 - (c). Contracting Environmental Special Conditions – EMP 4.4.6.16
 - (d). Storage Tank Management – EMP 4.4.6.14
- (7). Up to date Activity TAs rosters must be posted on information bulletin boards in shops, work areas, and offices as appropriate. This roster should be posted next to the Environmental C.L.E.A.N. Policy to allow the greatest access to unit personnel. The roster should contain the following as a minimum:
- (a). Position (UEC, HWC, TC) Primary and Alternate,
 - (b). Name,
 - (c). Rank,
 - (d). Phone number,
 - (e). Email address.
- (8). DAFI 32-7001, requires organizational personnel to know the environmental

requirements that apply to their daily duties and receive the appropriate level of environmental education and training.

- (a). Members of the EMS-Cross Functional Team (CFT) must have training commensurate with their CFT duties.
- (b). Members of the Environmental, Safety, and Occupational Health Council (ESOHC) must have training commensurate with their ESOHC duties
- (c). Members of the EMS –Working Teams (WT) must have training commensurate with their WT duties.

D. Training requirements:

- (1). Environmental Management Awareness and Competency (EMAC) annual training is required by:
 - (a). All Military;
 - (b). All Civilian personnel to include contractors.
 - (c). All new personnel within 30 days of reporting for duty and annually thereafter.
- (2). Advanced Environmental Management (AEM) annual training is required by:
 - (a). Activity Technical Advisors:
 - i. Unit Environmental Coordinators (UECs)
 - ii. Hazardous Waste Coordinators (HWCs)
 - iii. Tank Custodians (TCs)
- (3). Enterprise Environment, Safety, and Occupational Health Management Information System (ESOH-MIS) training:
 - (a). The following positions require EESOH-MIS training:
 - i. Hazardous Materials Manager (HMMs)
 - ii. UECs
 - iii. HWCs
 - (b). EESOH-MIS training is provided by the HazMart – See EMP 4.4.6.6. Installation

Hazardous Materials Program for specific information.

(4). Senior Leader Awareness Training

(a). The following positions require Senior Leader Awareness Training

- i. ESOHC Members
- ii. CFT Members
- iii. CFT Working Group Leads

E. Advanced Environmental Management (AEM) training scheduling and administration:

(1). UECs will:

(a). Coordinate and submit to CEIE the FEVA Form 32-643 of all personnel being assigned as UECs, HWCs, and TCs.

(b). Ensure FEVA Form 32-643 is completed and submitted properly.

(c). AEM Initial/Refresher Training:

- i. This is on-line training utilizing the TEACH website:
<https://usaf.learningbuilder.com/> only.

(2). AEM training is a rolling training and can be taken at any point for convenience.

(a). UECs, HWCs and TCs are required to have an email address and it must be recorded on FEVA Form 32-643. This must be a government or company email address which is accessible during normal business hours.

(3). UECs, HWCs and TCs must be appointed and trained before they can assume any duties.

(4). UECs, HWCs and TCs must make a minimum score of 70% on the test to pass.

F. Training Records:

(1). Units shall maintain environmental training records for 3 years for military personnel. Civilian and Contractor personnel training records shall be kept in their personnel records.

SECTION: 4.4.2.1

SUBJECT: Job Titles, Duty Descriptions, and Responsibilities of Key Positions

ROLES AND RESPONSIBILITIES:

- A. Civil Engineer Squadron (CES); Environmental (CEIE) will ensure job titles and duty descriptions are accurate and updated as required.
- B. Activities will ensure personnel are appointed, trained, and executing their specified responsibilities.

PROCEDURES: Duty Descriptions

A. CEIE

(1). Job Title: Team Lead, Compliance Branch

- (a). Duty Description: CEIE Compliance Branch Team Lead is responsible for all aspects of environmental management related to compliance which includes but is not limited to; environmental training, hazardous waste, air quality, PCBs, spill prevention, affirmative procurement, wastewater, and stormwater.

(2). Job Title: Hazardous Waste Program Manager (HWPM):

- (a). Duty Description: CEIE action officer responsible for Resource Conservation & Recovery Act (RCRA) HWPM compliance. Responsible for ensuring that Fort Eustis comply with all applicable Federal, State, local laws and Air Force regulations and policies pertaining to the identification, storage, transportation, and disposal of hazardous wastes. Review, update, and coordinate local hazardous waste regulations, and plans. Develop, update, and conduct hazardous waste training. Provide technical and compliance guidance concerning hazardous waste requirements to Commanders, Directors, and subordinate personnel to include unit/activities inspections and technical assistance visits.

(3). Job Title: Hazardous Waste Accumulation Facility (HWAF) Operations Officer:

- (a). Duty Description: CEIE action officer responsible for HWAF operations, including Contract Officer's Representative (COR) for HWAF and Used Oil contracts. Responsible for ensuring HWAF compliance with all applicable Federal, State, and local laws and Air Force regulations and policies pertaining to the identification, storage, transportation, and disposal of HWs, UWs, and NHWs.

(4). Job Title: POL Tank Compliance Program Manager:

- Duty Description: CEIE action officer responsible for POL compliance. Responsible for ensuring that Fort Eustis comply with all applicable Federal, State, local laws and Air Force regulations and policies pertaining to the identification and storage of

petroleum, oils and lubricants. Review, update, and coordinate local POL regulations, and plans. Develop, update, and conduct POL storage and inspection training. Provide technical and compliance guidance concerning POL requirements to Commanders, Directors, and subordinate personnel to include unit/activities inspections and technical assistance visits.

B. Activity key additional duty environmental staff positions that have a risk for detrimental impact on the environment:

(1). Job Title: Unit Environmental Coordinator (UEC):

(a). Duty Description: The UEC is the single point of contact for Unit level environmental matters. The UEC is the Commander's or Leader's environmental technical advisor. Ensures the Activity's compliance with all DOD, USAF, JBLE, and JBLE-Eustis regulations, instructions, and policies.

(b). Major Responsibilities:

- i. Keeps the Unit's chain of command informed on all environmental matters.
- ii. Maintains the Functional Area Continuity Book (FACB).
- iii. Coordinates Unit information and keeps EMP 4.5.2.3 Tab 2 Activity Facilities and Operations Inventory FEVA Form 32-600 up to date.
- iv. Ensures appointment, training, management oversight, and assistance to the Unit's Environmental managers.
- v. Tracks all inspections conducted at the Unit level and resolves findings.
- vi. Maintains training and inspection files for no less than 3 years.
- vii. Ensures the Unit's Hazardous Material Management program is meeting all requirements.
- viii. Approves All Hazardous Materials requests being submitted by the Unit either manually or using EESOH-MIS before sending to the HazMart.
- ix. Inspects HM and UW sites monthly within 30 calendar days.
- x. Inspect POL Storage sites monthly and record inspections in Storage Tank Accounting and Reporting (STAR) database.
- xi. Certifies HazMart approvals and purchases.
- xii. Maintains the Unit's Energy and Natural Resources conservation program.

- xiii. Coordinates new missions, new operations, construction, renovation, new system/ equipment deployment, new system/equipment testing and evaluation, and training/exercise actions with the AEC.

(2). Job Title: Hazardous Waste Coordinator (HWC):

(a). Duty Description: The HWC manages the waste accumulation sites for the Activity or Unit. Assumes accountability for proper identification, classification, packaging, labeling, marking, storage, record keeping, transportation, and reporting requirements. Ensures the Unit's compliance with all DOD, USAF, JBLE, and JBLE-Eustis regulations, instructions, and policies. When the Unit does not have an UEC, assumes the duties as the UEC. The HWC is the Commander's or Leader's HW manger and technical advisor.

(b). Major Responsibilities:

- i. Keeps the Unit's chain of command informed on all HW, and other environmental matters as required.
- ii. HWC manages waste accumulation sites; TSSs, SASs, and NHSs.
- iii. Maintains the Functional Area Continuity Book (FACB).
- iv. Inspects TSSs, SASs, and NHSs weekly within 7 calendar days.
- v. Inspects UW sites monthly within 30 calendar days.
- vi. Ensures HWs & UWs are submitted within the appropriate time limitations.
- vii. Coordinates communications between the UEC and Unit

(3). Job Title: Tank Custodian (TC):

(a). Duty Description: The Unit's single point of contact for inspections and maintenance of the Unit's POL Areas. Specific Unit job titles may vary from one Unit to another.

(b). Major Responsibilities:

- i. Complete monthly POL inspections and record in STAR.
- ii. Coordinate repairs and corrective actions for POL Areas.
- iii. Record and document deficiencies and corrective actions.

- iv. Maintains files for no less than 3 years.

C. Activity personnel that perform duties that have a risk for detrimental impact on the environment:

(1). Job Title: Hazardous Waste Supervisor (HWS):

- (a). Duty Description: First line supervisor of HWHs. May assist and act on behalf of the HWC when the HWC is absent for short periods of time. These duties may include but are not limited to the proper identification, classification, packaging, labeling, marking, storage, record-keeping, transportation on-post and reporting requirements, moving, transferring, inspecting, of HW.

(b). Major Responsibilities:

- i. Keeps the HWC informed on all HW, and other environmental matters as required.
- ii. May act on behalf of an activity's UECs or HWCs for short periods of time. Usually until the next AEM training cycle.
- iii. Assists the HWCs in managing their environmental responsibilities.
- iv. When appropriate, HWS manages waste accumulation sites; TSS, SASs, NHSs.
- v. When appropriate, inspects TSSs, SASs, and NHSs weekly within 7 calendar days.

(2). Job Title: Hazardous Materials Manager (HMM):

- (a). Duty Description: The Unit's single point of contact for ordering and tracking the purchases of all HMs for the Unit. At the Unit level, this is normally the logistics or supply person. Specific Unit job titles may vary from one Unit to another.

(b). Major Responsibilities:

- i. Enters all Unit approvals and purchases tracking into EESOH-MIS.
- ii. Generally, only **ONE** Shop Code per Unit except for those Activities having paint booths, pesticide applications operation for example. Coordination with the HazMart personnel is required.
- iii. Authorized Unit Lists are specific chemicals approved for each Shop Code.

- iv. Ensures all HMs approvals have been added to the Unit's AUL before purchases are executed.
- v. Ensures all HMs received are Bar Coded with the Bar Codes supplied by HazMart.
- vi. Ensures all open transactions in EESOH-MIS are closed once the HM materials are received.
- vii. Assists the UEC with the monthly HM site inspections.
- viii. Assists the UEC with the providing information to complete and update EMP 4.5.2.3 Tab 2 Activity Facilities and Operations Inventory FEVA Form 32-600.
- ix. Maintains HM files for no less than 3 years.

(3). Job Title: Hazardous Waste Handlers (HWH):

(a). Duty Description: All individuals having assigned duties that involve handling HWs. These duties may include but are not limited to HW generation, and assisting the AEC, HWC, or HWS in the proper identification, classification, packaging, labeling, marking, storage, record-keeping, transportation on-post and reporting requirements, moving, transferring, inspecting.

(b). Major Responsibilities:

- i. Keeps the Unit's HWC informed on all HW, and other environmental matters as required.
- ii. Ensures HWs & UWs are submitted within the appropriate time limitations.

(4). Job Title: Universal Waste Handler (UWH):

(a). Duty Description: All those individuals having duties that involve handling or managing UWs.

(b). Major Responsibilities:

- i. Keeps the Unit's HWC informed on all UW and other environmental matters as required.
- ii. Ensures UWs are submitted within the appropriate time limitations.

(5). Job Title: Hazardous Materials Handler (HMH):

- (a). Duty Description: All individuals having duties that involve handling or using HMs.
 - (b). Major Responsibilities:
 - i. Keeps the Unit's HMM or UEC informed with any issues concerning HM.
 - ii. Assists the HMM and UEC with the Units HM program.
- D. Other individuals that perform duties that have a risk for detrimental impact on the environment include, but are not limited to the following:
- (1). Job Title: Pesticide Applicators (DoD Pest Management Personnel, Pesticide Contractors, and all Pesticide Applicators)
 - (a). Duty Description: All those individuals having duties that involve surveillance and control of pests. These duties may include but are not limited to surveillance, identification, control, of pest, storage, mixing and handling of pesticides, and proper pesticide applications, certification requirements, record-keeping, daily, monthly and annual reporting requirements.
 - (b). Major Responsibilities:
 - i. All DoD staff and contractor pesticide applicators will use all appropriate technological and management techniques that bring about an effective degree of pest prevention and suppression in a safe, cost effective (to the Air Force), and environmentally sound manner.
 - ii. DoD Pest Management Personnel, Pesticide Contractors, and all Pesticide Applicators will ensure that pest control priorities are strictly adhered to and the utilization of Integrated Pest Management (IPM) is incorporated into each pest management operation.
 - iii. DoD Pest Management Personnel, Pesticide Contractors, and all Pesticide Applicators shall ensure that their accreditation, training, and certifications are current for the appropriate EPA category of the pest management operations prior to performing the operation.
 - iv. All activities and their contractors performing pest management operations shall submit to the IPMC a legible, complete and accurate report.
 - v. All pest management personnel including contract personnel shall record daily pest management operations performed. Monthly the daily operations will be compiled into a monthly report and submitted to the IPMC by the 5th working day of the following month.

- vi. All DoD staff and civilian contractors shall adhere to the requirements of the Virginia Department of Agriculture and Consumer Services (DACS) Imported Fire Ant Quarantine.

SECTION: 4.4.2.2

SUBJECT: Environmental Management Training Programs of Instructions (POIs)

ROLES AND RESPONSIBILITIES:

A. CES/CEIE:

- (1). Develop the Environmental Management training Programs of Instruction (POI).
- (2). Revise and update the POIs on an annual basis.
- (3). Continuous improvement based on lessons learned that will increase the EMS level of knowledge of Activity personnel.

PROCEDURES:

A. Environmental Management Awareness and Competency (EMAC):

- (1). Environmental Management System (EMS)
- (2). Legal Aspects of Environmental Compliance
- (3). Spills & Emergency Response
- (4). Environmental Impact Assessment Process (EAIP)
- (5). Hazardous Materials Management (HMM)
- (6). Tank Management
- (7). Wastewater & Storm Water Management (WW/SW)
- (8). Air Program
- (9). Solid Waste Management (SWM)
- (10). Recycling, Reusing, and Reducing Pollution
- (11). Hazardous Waste Management (HWM)

(12). Universal Waste Management (UWM)

(13). E - Waste Management (EWM)

(14). Cultural Resources

(15). Natural Resources

(16). Pesticide Management

(17). Installation Restoration

B. Advanced Environmental Management (AEM) training course:

(a). Environmental Management System (EMS)

(b). Legal Aspects of Environmental Compliance

(c). Environmental Impact Assessment Process (EAIP)

(d). Spills & Emergency Response

(e). Hazardous Materials Management (HMM)

(f). Tank Management

(g). Wastewater & Storm Water Management

(h). Air Program

(i). Solid Waste Management (SWM)

(j). Recycling, Reusing, and Reducing Pollution

(k). Hazardous Waste Management (HWM)

(l). Universal Waste Management (UWM)

(m). E-Waste Management (EWM)

(n). Cultural Resources

(o). Natural Resources

(p). Pesticide Management

(q). Installation Restoration

C. Training will focus on:

- (a). General knowledge of environmental policy, EMS, and related procedures
- (b). Leadership roles and responsibilities regarding the installation environmental stewardship and management of the environmental program
- (c). Providing key points of contact for environmental management
- (d). The importance of conformance to the requirements of the management standards and consequences of departure from these procedures
- (e). The potential environmental impacts associated with work activities and benefits of improving performance
- (f). Personal roles and responsibilities of environmental stewardship including emergency preparedness (e.g. spill control) and communication procedures
- (g). Fort Eustis environmental objectives and how individuals can affect change

SECTION: 4.4.2.3

SUBJECT: The Environmental Awareness Course Hub (TEACH)

The Environmental Course Hub (TEACH) website: <https://usaf.learningbuilder.com/>
(BEST used in these internet Browsers: Chrome or Microsoft Edge)

Step 1: Log-in:

Select “Register for an Account”

If NO error message:	Enter your First and Last Name, Email Address and Password on the “Register for an Account” screen
If you receive an error message your email is registered in the system, “The email address you provided is already in the system.”:	Select the note that states to “Reset your email” or return to the main screen; select “Forgot your password”

Step 2: Enter Account details:

If you created your own account:	Follow the screen prompt to Enter Account details (notes are below)
If your email address was already in the system:	Select “My Account” on the top right-hand side of the screen, select “Enter Demographics” (notes are below)

ESOHTN Unclaimed Account (if applicable): Enter email address related to your ESOHTN account.

****Note only records from 2013 were imported into TEACH.**

Employee Type: Civilian, Air National Guard, Reserves, etc. (Drop-down list)

Position Series: Select the top-level group

Job Focus Tasks: Select closest to what describes your duty title/additional duties

JBLE – Eustis - Installation: Select – United States Air Force (USAF);

Select – ACC;

Select – JB Langley-Eustis;

Select – JBLE – Eustis;

Select – 633rd Mission Support Group;

*Select - Pick your Activity or Chose Other. Must Drill Down to your Unit.

EXAMPLE:

United States Air Force (USAF)

ACC;

JB Langley-Eustis;

JBLE – Eustis;

633rd Mission Support Group;

XVIII Airborne Corps;

7th Transportation Brigade (Expeditionary);

10th Terminal Transportation Battalion

****NOTE:** This is Extremely Important to Select Your Unit Correctly – Otherwise YOUR Training will not be tracked correctly.

Step 3: Take a Course & Print Certificate

- On the Home screen, My Transcripts Tab should be available (*account details/demographics must be complete*)!
- Select “My transcripts” – select “Search for a Course” 
- Find/Select “+ Select” next to the course required (List can be filtered, if desired)

 + Select

or

 Select

(*Note: ESOHTN courses cannot be selected, viewed or re-taken)

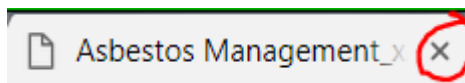
(*Note: If a new window does not open – the course will be listed on the “My Transcripts” page – select the button next to the course)

- For JBLE-E Courses Only: Select “The Course Name” to the right of “Course Materials, when finished, select the “X” on the window to close the course: (If you select “Go to Course, you will get a 404 error”)

Course Materials:

[HazCom JBLE-E.pptx](#) 

- For Non JBLE-E (AFIT) Courses: Select “Go To Course”, when finished, select the “X” on the window to close the course:



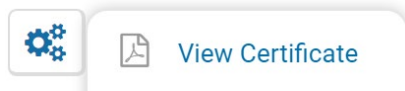
- Complete the Evaluation to received credit for the course – Select “Evaluate Course”:

Evaluate Course

- Complete Evaluation by selecting “submit” on the form:

Submit

- For a Certificate of Completion: In “My Transcripts” find the course name completed, select the “gear icon” – select “View Certificate”:



(*Note: If the gear icon is not available – the course evaluation was not completed)

APENDICES: Fillable forms are located on JBLE-Eustis Public Environmental Website

<https://www.jble.af.mil/Units/Army/Eustis-Enviromental/>

APENDIX A: FEVA Form 32-643

EMP 4.4.2
UEC, TC and HWC APPOINTMENT and TRAINING RECORD

All Entries Must Be Typed or Form Will Not Be Accepted		Date Appointed:	
Type of Appointment - Check Only One			
☐ Unit Environmental Coordinator (UEC)		☐ Primary Coordinator	
☐ Tank Custodian (TC)		☐ Alternate Coordinator	
☐ Hazardous Waste Coordinator (HWC)			
*Rank or Grade requirements: UEC - WO1, GS11, or higher; TC/HWC - E-5, GS5, or higher			
1. Appointee's Name:			
LASTNAME		FIRSTNAME	MI
2. Phone Number	3. Rank or Grade*	4. Job Title	
5. MACOM/Wing Name:			
6. Group/Brigade Name:			
7. Squadron/Battalion Name:			
8. Unit Name:			
9. Office Bldg No:	10. Email (Required for UEC, TC, HWC):		
11. Appointee's Signature			
I certify that the appointee has completed the EMAC and AEM Training and have read and understand the Federal, State, Local regulations and JBLE-Eustis policies.			
12. Phone Number:			
13. Date Signed:			
14. Name and Grade of Commander/Director			
15. Title Commander/Director			
16. Signature of Commander/Director			
DO NOT WRITE IN THIS BLOCK - FOR CES/CEIE USE ONLY			
☐ APPROVED ☐ DISAPPROVED			
Signature of CES-CEIE Personnel:			