

## Environmental Management Procedure (EMP) 4.6

Subject: Management Review

1. Purpose and Policy:
  - A. Purpose: This procedure provides guidance and direction for the conduct of the Environmental Management Reviews which are held as part of the Environmental, Safety, and Occupational Health Council (ESOHC).
  - B. The Installation will use a Management Review process to periodically review the status of the environmental program and the Environmental Management System to ensure the programs stability, adequacy, and effectiveness.
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. EMP 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 633 ABW/CV will chair the ESOHC and Environmental Management Review.
  - B. The 733 Mission Support Group (MSG) Commander will:
    - (1). Provide overall guidance and direction for conduct of the Environmental Management Reviews.
    - (2). Hosts the ESOHC.
  - C. Commanders/Directors/Leaders - Activities are permanent members of the ESOHC.
  - D. Director, Civil Engineer Division (CED) will:
    - (1). Coordinate the agenda and schedule the ESOHC and Environmental Management Reviews.
    - (2). Document and maintain records of meetings
6. Procedures.
  - A. ESOHC meetings are held quarterly (Mar, Jun, Sep, and Dec). These meetings are face-to-face and are held in the Command Conference Room (CCR) or appropriate meeting space. Commanders, Leaders, or Managers of Activities will attend or send other designated representative.

- B. CED/CEIE will schedule the face-to-face ESOHC meetings. CED/CEIE will coordinate with the JBLE-Eustis deconflictor calendar (<https://eustwsintra02.eustis.army.mil/PostDeconflictor/>) and the personal schedules of the MSG Commander.
- C. CED/CEIE will publicize the ESOHC not later than two weeks prior to the meeting date to Commanders and Leaders via the Installation Operations Center and to Activity Environmental Coordinators and EMS Functional Team members via email. CED/CEIE will repeat the ESOHC announcement not later than two days prior to the meeting date with final briefing materials and information for the ESOHC.
- D. CED/CEIE will develop the ESOHC agenda and pre-brief MSG Commander. Inputs to the ESOHC/Management Review may include:
  - (1). Results of internal audits and evaluations of compliance with applicable legal requirements and with other requirements to which the organization subscribes,
  - (2). Communication from external interested parties, including complaints,
  - (3). The environmental performance of the organization,
  - (4). The extent to which objectives and targets have been met,
  - (5). Status of corrective and preventive actions,
  - (6). Follow-up actions from previous management reviews,
  - (7). Changing circumstances, including:
    - (a). Changes in the organization's products, activities and services,
    - (b). Results of the evaluation of environmental aspects from planned or new developments,
    - (c). Changes in applicable legal requirements and other requirements to which the organization subscribes, the views of interested parties,
    - (d). Advances in science and technology, and
    - (e). Lessons learned from emergency situations and accidents,
  - (8). Recommendations for improvement.
- E. During the December meeting, the ESOHC agenda will specifically address the status of the Fort Eustis environmental management system with respect to the ISO 14001 standard.
- F. CED/CEIE will record the attendance and minutes of the ESOHC meeting and distribute to attendees.
- G. CED/CEIE will track all follow-up actions directed by the ESOHC and ensure the status of these actions is included at the next ESOHC meeting.
- H. CED/CEIE will maintain a record of all ESOHC meetings to include copies of meeting agenda items, lists of attendees, presentation materials or handouts, and management decisions recorded in a memo to file, reports, minutes, or tracking system on the CED/CEIE LAN. A copy of the minutes of each ESOHC will be posted to eDash.